

UNUSUAL OCCURRENCE MANUAL

**LOS ALAMOS POLICE DEPARTMENT
LOS ALAMOS, NEW MEXICO**

**DINO SGAMBELLONE
CHIEF OF POLICE**

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PLAN

PREFACE

Los Alamos County, New Mexico is exposed daily to potential emergency, special operations or critical incident situations. Severe weather, natural disasters, major fires, hazardous materials, criminal events, and other similar incidents present a potential risk to both life and property.

Emergency operations planning is an integral part of police responsibility within a community. It is an effort by police and other local government officials to facilitate recognition of emergency demands and to make the community response more effective prior to the actual occurrence of an emergency. It is impossible to absolutely guarantee that an emergency will not develop especially when dealing with natural phenomena. However, actions taken in response to emergency situations may prevent a critical incident from escalating to a tragedy. This guide should provide for an orderly response of community actions and decisions so that both human life and property loss is minimized.

An emergency is defined as any occurrence that threatens or causes loss of life and property and exceeds the routine capabilities of local governmental, health care and community agencies. The nature of the police response to such incidents will dictate us arriving first on the scene of a critical incident in most instances. In conjunction with the Los Alamos Fire Department, we are charged with the overall responsibility for the execution of this plan. In all cases, it is imperative that we work very closely with other local, county, state, and federal agencies in the application of this plan. In this plan, terms such as critical incident, disaster, emergency and special operations may be used at times interchangeably.

The Los Alamos County Police Department plays a vital role in emergency operations. During an emergency, law enforcement must expand their operations to provide the increased protection required by critical incident conditions. Public safety agencies are ultimately responsible for control and security in the event of a critical incident. The following document identifies and describes the primary and support responsibilities of the Los Alamos Police Department in the event of a critical incident or special operation.

In 2005, as part of the Homeland Security Presidential Directive- 5 (HSPD-5), the Los Alamos Police Department began its adoption and institutionalization of the National Incident Management System (NIMS). NIMS provides a flexible framework that facilitates government and private entities at all levels working together (interoperability and compatibility) to manage critical incidents. This flexibility applies to all phases of incident management, regardless of cause, size, location, or complexity. NIMS also provides a set of standardized organizational structures, as well as requirements for processes, procedures, and systems to improve interoperability. It should be noted that the existing Emergency Operations Plan is already compliant with most of the NIMS standards.

In addition to being on the Police Department N:drive for all Departmental personnel, the Police Emergency Response Guide (PERG) will be on file with the Los Alamos Police Department Office of Professional Standards; Los Alamos National Laboratory Emergency Operations Center, Police TAC; Los Alamos County Bomb Truck and command vehicles.

All division personnel will familiarize themselves with the Emergency Operations Plan and continuously keep abreast of additions and deletions.

Critical Incidents - ADMINISTRATION

The Police Department shall designate the Commander, Operations Division to be the principal advisor to the Chief of Police on critical incidents, special operations and homeland security. The Commander will be responsible for planning a response to critical incidents and special

operations, and serve as the division's liaison with Los Alamos County Office of Emergency Management.

The Police Emergency Response Guide will be reviewed annually in order to keep current and accurate information on file. The Chief of Police or his/her designee will also coordinate police efforts in this area with other departments and outside agencies as necessary.

As needed, Division Staff will review this Guide to ensure procedures for its implementation are understood. Different scenarios will be discussed so that personnel will be exposed to the process of implementing this Guide.

ALL HAZARD EMERGENCY OPERATIONS PLAN

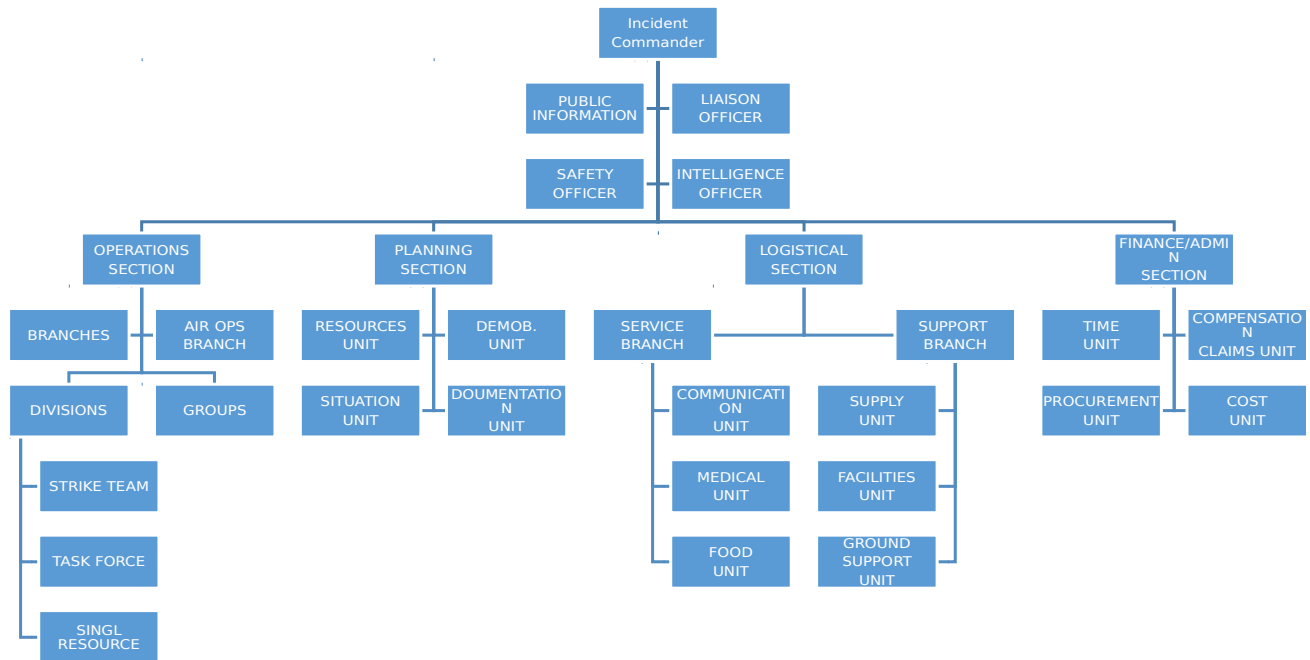
This plan will follow the Incident Command System (ICS), allow for implementation based upon the size of the incident and include the basic functions of command:

- a. Planning Section - establishes overall objectives and priorities for a period/shift; finalizes the IAP (Incident Action Plan) with the approval of Command
- b. Operations Section – identify activity areas, objectives and tactics for each branch or group; coordinate intelligence; oversee Communications Unit.
- c. Logistics Section – specifies facilities and reporting locations; facilitate evacuation; establish shelters; organize mass care/feeding operations.
- d. Finance/Admin Section - manages cost codes and executes contracts. It will establish standardized incident management processes, protocols and procedures that all responders – federal, state and local – will use to coordinate and conduct response actions.

COMMAND FUNCTION

Establishing Incident Command

Incident command will become active the moment an event is initiated and the first responding officer recognizes there is an event and assumes the role of Incident Commander (IC). Most incidents are small responses and can be handled with available personnel in a short amount of time. Incidents that begin with single resources may rapidly expand, however, requiring significant additional resources and operational support. As an incident expands in size, the initial Incident Commander may, through proper transfer of command, pass incident command to a higher authority that has more experience, training, knowledge and/or expertise.



Incident Command Post

The Incident Commander will establish a command post. The command post is located in an area of safety but close enough to the scene to monitor and direct operations. It must also be large enough to accommodate the command staff and general staff that must work with the Incident Commander to manage the incident. In the event of a large scale incident the primary Emergency Operations Center (EOC) for Los Alamos County, in accordance with the Los Alamos County Emergency Operations Plan, is located at the Los Alamos Police Department, 2500 Trinity Drive, Los Alamos. The secondary County is in Fire Station 3 on State Road 4 in White Rock.

Notification Initiation and Mobilization

Upon assessing the situation, the Incident Commander will notify Dispatch of the need for additional resources and what additional staff will be needed to conduct operations. As an event unfolds these numbers may need to be increased or decreased at various intervals.

Notification

The necessary augmentation of on-duty forces can be accomplished through the recall of off-duty employees by telephone and/or via the County's mass notification system. Mutual-aid can be utilized for immediate augmentation of the Los Alamos Police on-duty forces. Mutual-aid requests from other agencies can be met by using existing on-duty officers or by implementation of these phases.

Emergency mobilization will be at the direction of the Chief of Police or designee for all phases. The Shift Commander on duty may initiate mobilization in extreme emergencies. Approval shall be obtained from the Chief of Police or designated alternate if the situation permits. In situations where approval cannot be obtained, notification to the Chief of Police or designated alternate must be made as soon as possible.

Mobilization

Phase I – The on-duty patrol watch is held over at the scheduled relief time. Regular days off and vacation leaves remain in effect. Additional employees required – Employees contacted and placed on stand-by.

Phase II – Mobilization may begin at Phase II but must include Phase I provisions. The next scheduled patrol watch is called to duty. The next scheduled shift of non-sworn employees as needed are called to duty. Regular days off and vacation leaves remain in effect. If additional employees are required – they will be contacted and placed on stand-by.

Phase III – Mobilization may begin at Phase III but must include Phase I and II provisions. The last relieved watch is called to duty. The last relieved shift of non-sworn employees is called to duty. All other non-patrol sworn officers are called to duty as needed. Regular days off and vacation leaves remain in effect unless a need to cancel is identified. No new time-off requests are approved, Shift and Section Commanders notified. If additional employees are required – they will be contacted and placed on stand-by.

Phase IV – Mobilization may begin at Phase IV but must include Phase I, II and III provisions. All remaining members of the Police Division are called to duty. Regular days off are canceled. Vacation leave canceled, if necessary. Reserve officers are called to duty. Suspension of normal shift operations is considered.

Phase V – Mobilization may begin at Phase V but must include Phase I, II, III and IV provisions. All vacation/time-off is cancelled. Employees are contacted at their vacation location, if known, and response ordered if it can be of benefit to the emergency. All normal shift operations are suspended.

The Division shall plan and rehearse to respond effectively to a critical incident. The Chief of Police, or his/her designee, shall be responsible for preparing for planned special operations (i.e. strikes, protests, special events, VIP visits).

The Division will, at the direction of the Chief of Police, conduct an unannounced mock CALL OUT (MOBILIZATION) of all affected personnel to ascertain its call out effectiveness. This plan, in conjunction with a mock mobilization, may be exercised at any time by the Police Department and shall be exercised in support of any Los Alamos County Emergency Management exercise activity.

Test telephone recalls will be conducted periodically and may be announced or unannounced at the direction of the Police Chief. Call-outs to real incidents may be substituted for this requirement.

Other Agency Support

In the event that the Division's resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions via New Mexico's Intrastate Mutual Aid System (IMAS). All agreements and understandings will be entered into by authorized officials and formalized in writing whenever possible. In the event Los Alamos County resources are unavailable or incapable of providing needed equipment or service, private organizations, firms or individuals may be contacted to provide the necessary equipment, supplies, or service in accordance with local County government Emergency Procurement regulations.

Staging Areas

Primary Assembly Area – The primary assembly area is the Los Alamos Police Department within the Los Alamos Justice Center. Recalled sworn personnel shall report to the Training Simulator Room with the uniform designated for deployment, either the uniform of the day or the Utility Uniform. Any additional equipment (foul weather gear, gas mask/chem-bio suit, extra batteries, etc.) must be identified, acquired and disseminated.

Alternate Assembly Area – An alternate assembly area will be designated, if necessary, at the time of the recall when the Police Division cannot or should not be used due to damage of the structure or threat to the facility, the situation requires immediate reporting to the scene or the type of situation requires assembly at a location other than the Police Division.

The assembly area is to be used for report-in and assembly of all recalled forces into Field Force Teams. General task assignments and a situation briefing will be given to personnel at the assembly area prior to deployment to any field location or duty station.

An employee will be assigned to the assembly (staging) area for recording information on arriving employees. Instructions will be given to responding officers for deployment. Command Staff arrival will be noted and Mobilization Call-in logs, Assembly Point Report-in and Assignment logs initiated. In the event special teams are needed, the Incident Commander (IC) should identify as early as possible the need for specialty teams and initiate an appropriate call-out methodology.

Arrival at assembly points will be the employee's responsibility unless weather or other conditions prohibit. Employees unable to reach the assembly point will contact the Tactical Operations Center for alternate arrangements. The on-duty Shift Commander or IC shall evaluate the conditions present requiring mobilization for determining the need to dispatch personnel to transport recalled employees to work.

Transportation from the assembly point to any field location will generally be by Department vehicle pursuant to the Field Force Team Checklist. In the event weather or other conditions prohibit Department vehicle use the following transportation may be requested for use: other County-owned vehicles, mutual-aid, or National Guard vehicles obtained (refer to National Guard checklist).

In the event a mass evacuation is anticipated/needed, Department vehicles will be restricted for use as traffic control resources and prisoner/employee transportation. Fleet Maintenance will provide a fleet status report, at the beginning of any mobilization and at any time a significant change in vehicle status occurs, to the IC. The Logistics Officer will coordinate with Finance/Administration function for tracking of vehicles utilized from other departments and agencies including: rental costs, fuel requirements, liability, damage costs incurred to the vehicle, pick-up/delivery of the vehicles, any pertinent instructions on their use, transportation expenditures, and costs incurred of all vehicles. Costs may be tallied and submitted to the Federal Emergency Management Agency (FEMA) for reimbursement, but **MUST** be tracked **LOCALLY**.

Public Information

The Public Information Officer (PIO) when not pre-designated by the Chief of Police is an additional duty assigned to the Police Administration Commander. All information will be released through that office concerning police activities. In the event of multi-agency incident the police PIO will work in conjunction with the PIO designated by the Incident Commander. The Incident Commander in all events must approve the release of all incident-related information.

Safety

Incident safety will be established by the Incident Commander. As soon as practical after responding forces have established the necessary perimeters and/or taken action to stabilize the situation, the Incident Commander will appoint a safety officer as part of his staff. This person will be drawn from the forces that have arrived on scene.

After-Action Reporting

After-action reports or supplements are required from each principle participating unit or individual depending on the emergency or occurrence. Documentation of expenditures and obligations in emergency operations must be maintained with emphasis placed on meeting applicable auditing requirements. Events where Los Alamos County Emergency Management has become involved will require a Department after-action report within 30 days after termination of emergency response activities. See Post Occurrence Duties Checklist.

OPERATIONS FUNCTION



Perimeters

Two types of perimeters need to be established as soon as practical during an incident. The inner perimeter will contain only that area necessary to conduct tactical operations. The outer perimeter is the boundary for civilian and non-essential personnel.

Evacuations

Evacuations will be determined upon tactical considerations and the nature of the event. In cases of hazardous materials (including weapons of mass destruction), sheltering in place may be the recommended course of action by the Incident Commander upon advice of subject matter experts. Incidents involving gunfire must be carefully weighed regarding evacuations and the use of armored vehicles (if available) for shielding should be considered.

Security

Security at all scenes will assist in keeping unnecessary personnel and sightseers from interfering with operations. Methods of identifying authorized personnel should be used including vests, wrist bands, and lapel pins. Agencies that have pre-made ID badges should be identified and examples made available in the planning stages.

Detainee Transportation, Processing and Confinement

In addition to the normal policies, some variations in the actual procedures will be required to satisfy each particular mass arrest situation without changing the general policy in reference to the safe keeping of the prisoners and their property.

Variation in procedures that might occur: where the arrestees are temporarily housed and where the booking of the arrestees actually takes place. In most cases, the site of the field booking unit will be away from where the actual incident occurred; the process of citing and releasing with a designated Operations Supervisor determining who can be released on their own recognizance/summons including juvenile offenders.

The Operations Chief will determine which booking procedure will be used.

Mass Field Arrests

The division will provide a system for the arrest, processing, transportation, and detention of large numbers of persons that may be arrested during a civil disturbance or a raid. In all cases, the Incident Commander shall seek alternatives to mass arrests; however, mass arrests may be necessary to facilitate the restoration of order.

Available facility consideration will include contacting regional detention facilities for additional temporary space.

Additionally, consideration must be given to how long the prisoners will have to remain in the emergency housing situation. Alternate, secure temporary locations selected to hold prisoners may include school gymnasiums; large fenced fields; or other large buildings.

In order to have a workable facility, water, food and sanitation sources must be identified and obtained, sanitation facilities need to be identified and obtained. If necessary, arrange for delivery of port-a-pots if no fixed facilities are available.

Prisoner food sources need identified (dependent upon anticipated length of confinement).

The Finance/Administration Chief will need to contact finance for emergency purchasing of the various services.

The Logistics Chief will need to contact the Los Alamos Municipal Court Judge(s) to ask for assistance in arraigning prisoners on an emergency basis. The Los Alamos County Prosecutor's Office should be contacted for felony processing.

The Operations Chief will advise the Incident Commander of the expected number of persons to be arrested and the number of officers needed to guard and secure those arrested. On-scene officers will need a video camera, blank tapes or memory cards, power cord, digital camera and the following items located in the Field Force Kit: pre-marked summonses, flex-cuffs and cutters, evidence and/or book-in envelopes, Arrest/Book-in sheets, prisoner identification bands; (Tyvek bands), pens, and legal pads.

The Operations Chief will establish a temporary booking area in the area of the holding facility/vehicle. Arrested individuals are brought to the booking area by either the arresting officer or Field Force Arrest Team. Evidence from the arrest will be placed into an evidence bag and properly marked. Preliminary information on the arrested person (name, , Social Security

number, physical information, reason for arrest, date and time of arrest, date and time of booking, and name of arresting officer) will be completed at this time (if time permits).

The prisoner will be photographed and/or videotaped with the arresting officer holding a summons number. ID bands will be placed on the prisoners. The officer designated as booking officer is responsible for on-scene booking information. The information must be transmitted to the receiving jail facility by telephone or radio.

The officer or Evidence Technician designated for booking will receive evidence from the arresting officers, receipt prisoner's property and transport all property and evidence to the station for safekeeping or disposition. Property will only be released after processing at the station.

Prisoners will be transported from the temporary holding facility/vehicle to the jail by prisoner transport van, bus, truck, or car. Security escorts will be assigned to the transport teams as needed.

Standard booking procedures will be followed at the jail. Additional personnel may need to be assigned for security, taking into consideration the number of prisoners, processing time until release and potential angry crowds arriving at station.

Juveniles will be separated from adults at the earliest opportunity in the process. Juveniles may be transported directly to the Attention Center from the point of arrest. Any juvenile transported to jail will be placed in a separate holding area until transportation is available to the Attention Center. All operations are contingent upon situation, crowd size and number of available officers.

Transportation

Transportation during a mass arrest will be by the prisoner transport van or other large capacity vehicles, if available. In the event of pre-planned mass arrest actions (e.g. drug/gambling raids, strike actions, civil disorder) arrangements for large capacity transport vehicles will need to be made. Vehicles can be obtained from the following agencies: Los Alamos Correctional Institute, Security buses; Los Alamos County Transit, buses; Los Alamos City Schools, buses; Ohio National Guard (refer to the National Guard assistance checklist), trucks, buses. Certain legal and logistical considerations are necessary and include the commercial licensing requirements, type of fuel used/reimbursement, whether drivers are provided, and if not, arrange for officer training in vehicle operation, any restrictions on the use of the vehicles and damage reimbursement.

NOTE: The County Attorney should be requested to draw up a written contract with the requested agency for use of the vehicles (except for the National Guard) covering, at a minimum, the above requirements/liabilities. The County Administrator must sign all contracts and council action may be required.

Mass Arrest Jail Operations

In order to maintain order and security within the Los Alamos Police facility, certain restrictions will be in force during mass arrests. The Operations Chief Officer will take charge of the situation and make proper notification of administrative personnel.

The location of the on-station holding area pending booking will be determined. The amount of extra staff required is determined based upon potential arrest numbers. Additional personnel will be mobilized, as needed (Refer to the Emergency Mobilization Checklist). The necessary staff will be assigned by supervision to complete the short book-in at the holding areas. Staff members are assigned to coordinate movement of all prisoners (holding area to book-in to release/incarceration). When practical, no more than 6 prisoners will be placed in the designated holding room at one time for booking. All additional prisoners will remain in designated on-station holding areas. Police officers will remain with those prisoners not confined within a designated security area.

A short book-in process upon arrival at the holding areas will be given to facilitate the extra number of prisoners waiting processing. The short booking process will include the prisoner's name, address, and date of birth, height, weight, charges and arresting officer and his agency.

All prisoners will remain handcuffed until processed at the book-in room. The staff will be notified of the mass arrest with an estimate of the number of people expected. The situation is evaluated by the Operations Chief Officer, and supervisor dispatched to monitor book-in operations until the Auxiliary Services Supervisor's arrival.

All arresting officers with violent prisoners are directed to stand by until the prisoner is completely booked and transported to a jail facility. Prisoners to be released on summons and/or bond are determined. Sufficient staff are retained on duty until all of the book-ins has been completed and prisoners have posted bond, released on personal recognizance or incarcerated.

Communications

The Communications Unit is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing of communications equipment, distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment.

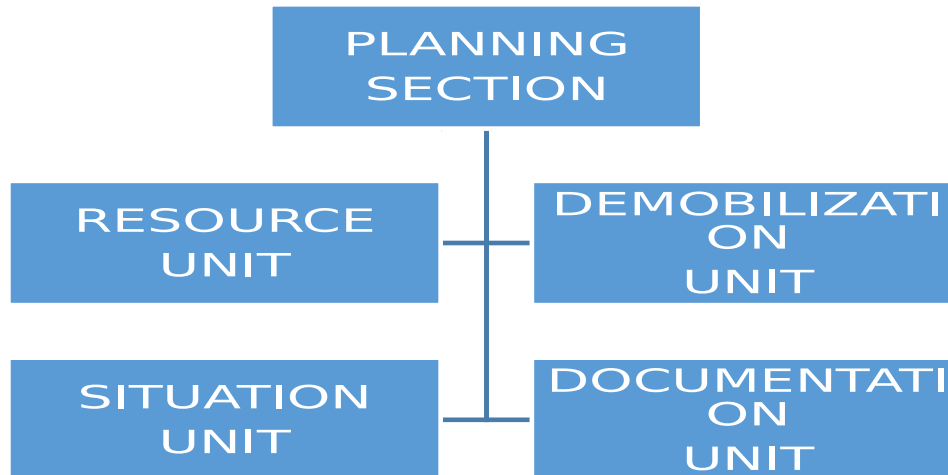
Traffic Control

Traffic Control will be based upon the type of incident or event that is occurring. Consideration of the size of the event, number of intersections, hours of darkness and the number of available street department barricades will assist the Operations Chief in determining what actions to take and placement of forces. All officers engaged in traffic control will wear reflective vests to ensure visibility and safety of the officers.

Post-Incident Investigation

A post-incident investigation will be conducted to determine agency response, actions taken, and resulting conclusion of the incident. The Incident Commander will ensure all after-action reports/supplements are assembled as part of the investigation. A summary report of the investigation will list conclusions and any recommendations for changes in procedures. The report will be forwarded to the Chief of Police upon its completion.

PLANNING FUNCTION



Documented Incident Action Plan (IAP)

The Planning Chief is responsible for developing the IAP which covers an operational period of time. For prolonged incidents it will normally be twelve-hour periods of time. The IAP includes what must be done, who is responsible, how the information will be communicated and what should be done if someone is injured. The operational period is the period of time scheduled for the accomplishment of given objectives as specified in the IAP.

Throughout the incident, objectives are established based on the following priorities:

First Priority: Life Saving

Second Priority: Incident Stabilization

Third Priority: Property Preservation

For full effectiveness, incident objectives must be:

Specific and state what is to be accomplished

Measurable and include a standard and timeframe

Attainable and reasonable

In accordance with the Incident Commander's authorities

Evaluated to determine effectiveness of strategies and tactics

Incident Objectives, Strategies and Tactics are three fundamental pieces of a successful incident response.

Incident Objectives: State what will be accomplished.

Strategies: Establish the general plan or direction for accomplishing the incident objectives

Tactics: Specify how the strategies will be executed.

Information and Intelligence

The Planning Section is typically responsible for gathering and disseminating information and intelligence critical to the incident. Based on the incident needs, the Information and Intelligence function may be activated as a fifth General Staff section, as an element within the Operations or Planning Sections, or as part of the Command Staff.

In this context, intelligence includes not only security or other types of classified information, but also other operational information, such as risk assessments, medical intelligence, (i.e. surveillance), weather information, geographical data, structural designs, toxic contaminant levels, and utilities and public works data that may come from a variety of sources.

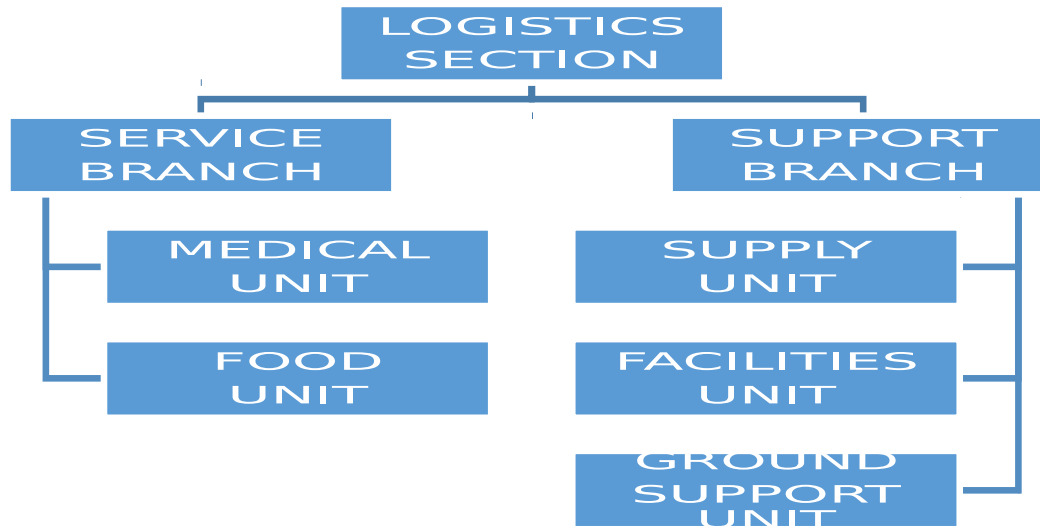
Traditionally, Information and Intelligence functions are located in the Planning Section. In exceptional situations, the Incident Commander may need to assign the Information and Intelligence functions to other parts of the ICS organization. Information and Intelligence must be appropriately analyzed and shared with personnel designated by the Incident Commander who have proper clearance and a “need-to-know” to ensure that they support decision-making.

The Information and Intelligence function is also responsible for developing, conducting, and managing information-related security plans and operations as directed the IAP. These can include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g. classified information, sensitive law enforcement information, proprietary and personal information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it in order that they can effectively and safely conduct their missions.

Post-Incident Demobilization

Demobilization occurs after any incident and in large, complex incidents; the Demobilization Unit will assist in ensuring that an orderly, safe, and cost-effective movement of personnel is made when they are no longer required. It will also ensure that units are not released prematurely. As an added part to the Los Alamos Police participation, this unit will follow up to ensure all equipment is accounted for, cleaned, repaired and restocked as soon as practical. Immediate replacement or replenishment will ensure that items are available for the next incident.

LOGISTICS FUNCTION



Transportation

The Ground Support Unit is responsible for supporting out-of-service resources, transporting personnel, supplies, food and equipment; fueling, service, maintenance and repair of vehicles and other ground support equipment; and implementing the Traffic Plan for an incident.

Medical Support

Medical support within the Los Alamos County is primarily provided by the Los Alamos Fire Department for transport and Los Alamos Medical Center for treatment. All documentation of transport and initial treatment will be completed by LAFD. In the event of a mass casualty a Triage Officer may be appointed by LAFD to determine priority of treatment and transport in accordance with LAFD Fire Chief's Directives.

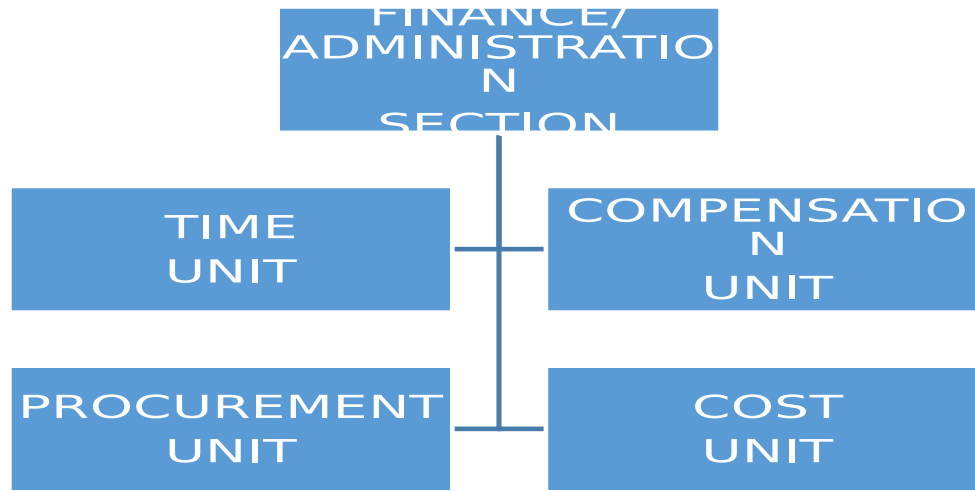
Supplies

Supplies for an incident include personnel, equipment, and other supplies necessary to support the incident. Receipt and storage, inventory and servicing nonexpendable supplies and equipment are part of the Logistics Section's responsibility.

Specialized Team and Equipment Needs

The primary specialized team for the Los Alamos Police Department is the Los Alamos County Bomb Team, a Type 2 resource. Equipment for the team is accounted for by the Bomb Team Commander on inventory sheets maintained in the Bomb Truck. In the event other specialized teams are needed they will need to be called in as Strike Teams or Single Resource Teams including bomb squads, explosive detector dog teams, dive teams, heavy rescue teams, trench rescue teams, cadaver dog search teams, and urban search and rescue teams. These additional resources are typically acquired via resource requests to the NMEOC utilizing the ICS 213.

FINANCE/ADMINISTRATION FUNCTION



Recording Personnel Time

Employees will record their times worked on payroll sheets upon termination of an incident or, during extended incidents, upon release from work for their shift. The Finance Officer will ensure all payroll sheets are accumulated and separate cost tracking is established for the event. Other agencies participating in an event will be responsible for recording their times. The Finance Officer will collect all costs from participating agencies and obtain log sheets from the Incident Commander's recorder.

Procuring Additional Resources

Additional resources may be obtained through either IMAS or emergency purchasing. If requested by the Incident Commander, the Los Alamos County Emergency Operations Center (EOC) will be staffed by personnel from agencies that can support the incident. When established, the EOC is utilized for obtaining necessary resources. In the event the incident is of a smaller scale or resources are not available through the EOC, the Logistics Section will seek a source for the items needed and through emergency purchasing, working in conjunction with the Finance/Administration Section, obtaining the needed items either outright or through contract.

Recording Expenses

The Finance/Administration function will complete all emergency purchasing following Finance Department and State of New Mexico guidelines for procurement. Equipment expenses will be tracked by purchase orders. A total incident cost will be provided to the Chief of Police as soon as all expenses are tallied.

Documenting Injuries and Liability Issues

Injuries of County employees will follow existing protocols and procedures for on-duty injuries. All Response to Resistance events will follow existing operating procedures for documentation and reporting. Damage to property, either departmental or private, will be reported on incident reports.

QUARTERLY INSPECTION OF EQUIPMENT

Quarterly, all equipment used for critical incidents will be inspected by the operational component responsible. This includes the Bomb Team. In addition, stored equipment, including non-issued riot gear and field force kits, will be inspected and inventoried by the Staff Services Bureau Commander or his/her designate. Inventories and inspection records will be maintained by the responsible unit. A report listing any shortages or damage to equipment will be submitted to the Chief of Police quarterly. A copy of all inventory verifications and the quarterly report will be submitted to the Accreditation Manager. Equipment/supplies with inspection seals need not be opened if the seal is intact.

ANNUAL TRAINING

The exercise of this manual, in addition to actual incidents, will be addressed on an annual basis. Additional tabletop exercises for Command Staff may be periodically scheduled.

SPECIAL OPERATIONS

PROCEDURES FOR SPECIAL OPERATIONS ACTIVITIES

Agency personnel responsibilities before assistance arrives

Initial responding units will be responsible for evaluating the situation and reporting to Dispatch/Communications Unit. When determining the need for special operations, consider the options necessary to resolve the incident. Establish the necessary perimeters and cordons and weigh the need to evacuate or shelter-in-place. If evacuating, determine if it is necessary to await the arrival of special teams. The senior officer on the scene shall be the Incident Commander until properly relieved.

Supplemental Deployment of Tactical Teams

Tactical teams may include the Albuquerque/Santa Fe/NMSP SWAT Team, or Bomb Squad from the Department. It may involve calling in a HAZMAT Team from the Los Alamos National Laboratory or the Los Alamos Fire Department. The Incident Commander will designate a Staging Area and assign a Staging Officer to receive any additional support teams.

Tactical Teams and Other Operations Coordination and Cooperation

Upon arrival the Incident Commander will coordinate the teams with other operational components. All external tactical team commanders should establish liaison in the Incident Command Post for immediate access to the Incident Commander.

Search and Rescue

The Los Alamos Police Department does not have a formal search and rescue team, and ALL search and rescue evolutions in New Mexico are conducted under the auspices of New Mexico State Police. In the event that a Search and Rescue mission must be initiated, refer to the checklists in this manual and coordinate for additional search and rescue resources such as K-9 or FEMA urban search and rescue teams as needed with the Duty Officer at the State EOC.

VIP Security

The Chief of Police will designate the Incident Commander of any detail with full authority to work with security details of the VIP. Personnel from any/all Divisions may be called to assist in special VIP operations activities. Participating officers shall contribute to an atmosphere of cooperation and coordination conducive to alleviating potential misunderstandings, providing for the safety of officers and ensuring the success of the operation. Refer to the VIP planning and security checklist.

Special Events Handling

The Los Alamos Police Department participates in many planned special events including parades, highway construction and maintenance projects as well as entertainment/sporting events. The Operations Commander is the designated Special Event Coordinator. He/she has the authority to assemble necessary resources to plan any special event. Refer to the Special Event checklist.

HOMELAND SECURITY

Liaison with Other Agencies

The Los Alamos County Local Emergency Planning Committee (LEPC) meets monthly to share information regarding broader police, fire and disaster-related events. The Chief of Police and his/her designees participate in various local and state committees that provides for an exchange of information including the Joint Terrorism Task Force (JTTF), Los Alamos Public Safety Association (LAPSA) and the State Emergency Response Committee (SERC).

Reporting/Relaying Terrorism-Related Intelligence/Information

The Los Alamos Police Division works with the local office of the F.B.I. and other federal and state agencies including the New Mexico All Source Intelligence Center (NMASIC) to gain and share intelligence on terrorist-related information.

Threat and Hazard Identification and Risk Assessment (THIRA)

Threat and Hazard Identification and Risk Assessment (THIRA) is a tool that allows a jurisdiction to understand its threats and hazards and how the impacts may vary according to time of occurrence, season, location, and other community factors. This knowledge helps a jurisdiction establish informed and defensible capability targets.

Chemical Biological Radiological Nuclear Explosive (CBRNE) Awareness Level Guideline

Incident Command of CBRN events will most typically be maintained by the Los Alamos Fire Department. Utilize the HazMat Checklist for responding to CBRN events.

CHECKLISTS

L.A.P.D. EMERGENCY OPERATIONS PLAN

QUICK REACTION/ACTIVE SHOOTER CHECKLIST

INITIAL RESPONSE

- _____ Locate and isolate suspect/scene
- _____ Consider Quad or other immediate response
- _____ Call for Special Team (SWAT Team, Bomb Team)
- _____ Establish Inner Perimeter
- _____ Establish communication channel
- _____ Make Command Notification
- _____ Notify schools and businesses
- _____ Ensure Incident Commander identified to all personnel
- _____ Establish Outer Perimeter
- _____ Establish Special Team staging (separate from responder staging)
- _____ Specify location of general staging area
- _____ Establish Traffic Direction and Control
- _____ Roll call of all personnel (know where everyone is located)
- _____ Diagram location of all personnel
- _____ Establish negotiations
- _____ Initiate Intelligence gathering
- _____ Assign a Scribe to Incident Command
- _____ Initiate Evacuation of affected areas
- _____ Designate triage area and treat injured
- _____ Request additional law enforcement and outside agency support

QUICK REACTION CHECKLIST

- _____ American Red Cross/Social Service Agencies
- _____ Medical (Notify Los Alamos Medical Center of casualties)
- _____ Notify EM-1 (stand up Emergency Operations Center)

SECONDARY RESPONSE

- _____ Determine resources needed (use EOC for obtaining requirements)
- _____ Tactical Planning
- _____ Establish Documented Incident Action Plan to include
 - _____ Life Saving
 - _____ Incident stabilization
 - _____ Property Preservation
- _____ Relief Planning
- _____ Establish Media Area
- _____ Appoint a Public Information Officer
 - _____ Establish press briefing times
- _____ Locate available bathroom facilities
- _____ Determine food requirements

POST RESPONSE

- _____ Debriefing of involved personnel
- _____ News briefings
- _____ Call for Critical Incident Stress Debriefing Teams
- _____ Initiate After-Action Report
- _____ Conduct Crime Scene Investigation

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AIRCRAFT ACCIDENT

Aircraft accidents will involve a multitude of public and media interest and conflicting jurisdictional interests. The Fire Chief will be regarded as the primary authority on rescue and fire fighting operations and will usually be the Incident Commander. The Office of Medical Investigations (OMI) will be responsible for recovery and identification of the dead. The Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) have primary control and investigative responsibility except where military aircraft are involved. Military aircraft are the responsibility of the Department of Defense (DOD). The Division mission is to support the Incident Commander (IC).

- _____ Obtain and communicate situation report (SITREP) estimate to the CDC
- _____ Identify the exact location of the crash and broadcast to responding units
- _____ Indicate the size of the area involved
- _____ Report the best available ingress/egress routes for emergency vehicles
- _____ Assist any injured
- _____ Evacuate any immediate threat area, as directed by the Fire Chief
- _____ Assume any liaison duties until supervisory arrival
- _____ Establish perimeter and traffic control
- _____ Establish crash site security
- _____ Request a supervisor to the scene
- _____ Maintain liaison with the IC and keep the Incident Command Post (ICP) informed of directives and intelligence from the IC
- _____ Establish an ICP if not already established by the IC – see ICP Checklist
- _____ Check on the notification and response of various agencies
- _____ NMSP; Contact Name _____
- _____ FAA; Contact Name _____
- _____ NTSB; Contact Name _____
- _____ Airport Manager (if on airport property)

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AIRCRAFT ACCIDENT

_____ Military; Contact Name _____

_____ Division and City notifications

_____ Chief

_____ Detectives if deaths apparent

_____ Operations Commander

_____ Officer assigned to complete any necessary reports _____

_____ NMSP Officer's Name _____ assigned to complete the accident preliminary report. The FAA and NTSB will send investigators to the scene (and military if military aircraft involved).

_____ Staging area location _____

_____ Officer assigned to entry point(s) recording personnel within perimeter.

Name _____ Time Posted _____

_____ Media briefing area established at _____

_____ All officers notified that the press does not enter the perimeter of a military crash site unless accompanied by military authority. Photos taken with telephoto lenses cannot be prevented but the identity of the photographer should be obtained and submitted to the military.

_____ Assign officers in response to requests for assistance for recovery and/or investigation.

WHEN RESCUE PERSONNEL AND EQUIPMENT ARRIVE, THE DEPARTMENT'S ROLE BECOMES SUPPORTIVE AND MAY INCLUDE:

PERIMETER CONTROL: Establish adequate control to keep unauthorized persons out of the scene. Be especially alert for looting of bodies, wreckage and houses/business, if occurring in populated area.

_____ Request emergency mobilization of personnel

_____ Request mutual aid, if necessary until additional personnel arrive

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AIRCRAFT ACCIDENT

- _____ Brief personnel on authorized personnel within the perimeter
- _____ Establish entry control point. All others officers direct those requiring entry to the entry control point (more than one may be needed based upon terrain).
- _____ Brief personnel to be alert for looting of bodies and wreckage
- _____ Establish and maintain ingress/egress routes
- _____ Assign personnel to direct traffic at key intersections along traffic diversion routes
- _____ Create personnel log at ICP
- _____ Develop relief plan
- _____ Enforce responsible agency's direction of movement of bodies and debris
- _____ Assign officers to obtain witnesses to determine:
 - _____ Time of incident
 - _____ Location of witness at time of incident
 - _____ Weather at time of incident
 - _____ Aircraft direction of flight
 - _____ Explosion heard prior to crash
 - _____ Impact angle and position of survivors
 - _____ Observation of any objects falling from aircraft
 - _____ Was anything moved from scene and by whom
- _____ Search area for survivors (parachutes used)
- _____ Search wide area for deceased or injured victims displaced by impact
- _____ Location of body parts, if located
- _____ Cover and guard until removal by OMI
- Guard _____

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AIRCRAFT ACCIDENT

Posted at _____

Location _____

MILITARY AIRCRAFT – SPECIAL CONSIDERATIONS:

Beware of ejection seats, bombs, ammunition, solid and liquid propellants and other hazards. Preserve the scene until military authorities arrive. Except for essential emergency personnel (i.e. fire, ambulance), deny access to all and refer inquiries to military authority. Cooperation with military authorities is essential. They are prohibited (except under certain circumstances) from denying access to news civilians and reporter/photographers off a military reservation and will ask civil authorities to keep all non-essential personnel away. The exception is when the aircraft involves Department of Energy (DOE) material. The military will declare the site a NATIONAL DEFENSE AREA (NDA) and prohibit entry of all non-military personnel.

PHOTOGRAPHY

For civil aircraft, photograph scene, when requested, from several angles, including the air (if possible). Do not photograph military crash sites. Do not admit the press within the perimeter unless accompanied by military authority (see above).

SITUATION UPDATES TO ICP

_____ Aircraft identification number _____

_____ Owner of involved aircraft _____

_____ Name and address of pilot (AVOID RADIO TRANSMISSION, USE A RUNNER)

_____, _____

_____ Property damage noted

_____ Location of known survivors

_____ Red Cross notified for sheltering

_____ Airline or military notified

_____ Brief circumstances of the crash noted

_____ If military, are weapons involved? _____ YES _____ NO

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AIRCRAFT ACCIDENT

_____ If civil, was U.S. mail aboard? _____ YES _____ NO

_____ Initiate After-Action Report

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BOMB THREAT SUSPICIOUS DEVICE EXPLOSION RESPONSE

Upon responding to a call about a suspicious device or suspected ordnance, survey and assess the situation and physical layout. **DO NOT TRANSMIT BY RADIO OR CELL PHONE. DO NOT TOUCH AND DO NOT MOVE THE OBJECT.**

DO NOT ALLOW DEVICES TO BE BROUGHT INSIDE ANY FACILITY

In the event a person has brought a device to the police station, cordon off the area and contact a member of the bomb team immediately.

BUILDING RESPONSE:

- _____ Assign officers to act as a search team
- _____ Record assignments and times
- _____ Direct searching of all public areas of the building
- _____ Contact department heads for their employees to search their immediate work areas for suspicious or unfamiliar objects. Advise them **DO NOT TOUCH** any suspicious objects
- _____ Initiate floor by floor evacuation, when directed, if not already accomplished according to the building evacuation plan via stairways
- _____ Direct maintenance to turn off the elevators
- _____ Solicit employees to assist evacuation of any non-employees
- _____ Post detectives and administrative staff at all building entrances
- _____ Assign officer to contact complainant and initiate report
- _____ Coordinate with Fire Chief (IC reverts to Fire Chief if device is located)

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BOMB THREAT SUSPICIOUS DEVICE EXPLOSION RESPONSE

OTHER STRUCTURE RESPONSE

- _____ Contact building owner or person in charge
- _____ Evacuate premises on the decision of the landlord/owner or management of that premise.
(Liability for action or inaction is theirs.)

This evacuation policy may be circumvented and an evacuation ordered if extenuating or mitigating circumstances would indicate that the bomb threat or presence of a bomb is probably valid

- _____ Provide situation information to CDC
- _____ Obtain information from the person who received the threat
 - _____ Phone
 - _____ Fax
 - _____ Person
 - _____ Other How _____
- _____ Facts about the caller and background noise obtained
- _____ Suspects identified
- _____ Establish perimeter (300 feet, if possible) and establish Command Post
- _____ Make Command Staff Notifications
- _____ If potential terrorist activity, notify LANL and LA Public Schools
- _____ Establish entry control point
- _____ Assign officer to Command Post, if applicable
 - _____ Initiate log of all personnel entering
 - _____ Ensure all radios and cell phones turned off prior to entry

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BOMB THREAT SUSPICIOUS DEVICE EXPLOSION RESPONSE

- _____ If explosion has occurred, notify ATF
- _____ Establish media briefing location
- _____ Ensure evacuation of all personnel at least 15 minutes prior to threatened detonation time, if time is known
- _____ DPU notified
- _____ Request ambulance standby

NOTE: The military will only respond to US and foreign hand grenades, mortars, projectiles, rockets, missiles, etc.; improvised explosive devices (homemade bombs, booby traps); and chemical munitions. They are not permitted to respond to commercial explosives (blasting caps, dynamite) or chemicals unless there is a threat to life or property. They also cannot be used to conduct searches.

- _____ Locate a suitable isolated location at least 1,000 feet away from roads and buildings and able to withstand an explosive detonation, to safely dispose of the item
- _____ Contact Traffic Division for barricades
- _____ Conduct investigation if warranted
- _____ Initiate After-Action Report

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BRIDGE/BUILDING COLLAPSE

Damage to, or collapse of bridges while rare is possible. Bridges are vulnerable to damage by storms and by vehicles that go over or under them.

Buildings can collapse due to poor construction, strain on the structural integrity, or an outside force. Although there is temptation to rush in and rescue victims, if the structure is not stable, lives could be unnecessarily risked.

DO NOT ENTER COLLAPSED BUILDINGS OR GO UNDER COLLAPSED BRIDGES WITHOUT THE ADVICE OF STRUCTURAL ENGINEERS!

- _____ Provide a situation estimate that includes visible damage, extent of the damage and estimate of casualties
- _____ Request additional units including Fire Department
- _____ Establish perimeter
- _____ Determine emergency vehicle ingress/egress routes
- _____ Notify Command Staff
- _____ Notify media to avert traffic patterns
- _____ Request engineers for damage and rescue assessment
- _____ Locate potential sites for crane placement
- _____ Clear vehicles from needed areas using on-call wrecker services
- _____ Establish ICP
- _____ Notify the Emergency Manager (EM-1)
 - _____ Request activation of EOC, if necessary
- _____ Coordinate with IC
- _____ Initiate Post occurrence checklist
- _____ Initiate After-Action Report

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CONTAMINATION EMERGENCIES

Hazmat Spill

The IC has full responsibility for controlling the incident and its effects and evacuation within the endangered area. The Police Department's mission, if a member is not acting as the IC, is to support the IC.

Hazardous material (HazMat) spills may occur without any other emergency situation (i.e. major fire) involved such as a leaking valve or similar mechanical or structural failure in the container. They may also occur in conjunction with transportation accidents or industrial emergencies. Since the complications of hazardous materials incidents can be so widespread, varied and serious, it is imperative that all personnel adhere to the following warning:

WARNING: Hazardous Materials incidents could pose significant dangers to the health and safety of response personnel and other persons in the affected area. Gather as much information as possible during the initial assessment and provide details to responding units. The information and warning you transmit may save lives and facilitate a more effective response.

_____ Obtain all available information and respond toward affected area

_____ Nature of emergency

_____ Type of container involved (tank car, truck, storage tank)

_____ Wind direction/speed

_____ Type of chemical(s) Placard #'s _____

_____ Refer to most-recent Emergency Response Guidebook for hazard information

_____ Approach from upwind

_____ Provide situation assessment

_____ Remain upwind to avoid smoke, fumes and dust unless properly equipped to enter the area

Do not knowingly expose responding personnel to the hazard

Responding units should halt at a safe distance until cleared to enter the area by the Fire Chief or HazMat team

_____ Establish perimeter as directed by IC

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CONTAMINATION EMERGENCIES HAZMAT SPILL

_____ Determine if First Responder suits and gas masks provide adequate protection

_____ Notify the Emergency Manager (EM-1)

_____ Relinquish IC to Fire Chief as soon as practical

_____ Communicate known injuries and location of injured

_____ Establish ICP at direction of IC

_____ Determine additional manpower requirements

_____ Notify responding units location of staging area

_____ Update information on size and location of affected areas

_____ Request Traffic Division barricades

_____ Initiate evacuation of affected area at direction of IC, if safe to do so

_____ Safety brief to all officers

Do not drive through affected area

Do not drink or smoke near the scene

Do not use flares, use barricades

Do not touch any material or container involved. Treat all materials as toxic or explosive until proven otherwise.

Stay upwind, if possible

Division gas masks will NOT filter many chemical vapors

Personnel experiencing skin irritation, sore throat, dizziness or any discoloration of the skin should leave the area immediately and seek treatment. If reported, expand perimeter to prevent other personnel from being contaminated.

_____ If RADIOACTIVE material is involved, establish a radiation monitoring and decontamination area

_____ Initiate on-scene traffic accident investigation after the area has been rendered decontaminated

_____ Keep contaminated personnel separate from non-contaminated personnel

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CONTAMINATION EMERGENCIES HAZMAT SPILL

- _____ Assign officer to provide security for the collection of personal effects (including officers' weapons) from HazMat team decontamination line
- _____ Check with IC for media area establishment
- _____ News media personnel desiring to enter the contaminated area must receive authorization from the IC and should be thoroughly warned by a supervisor, in the presence of witnesses, of the dangers of contamination
- _____ Assist investigators when requested
- _____ Keep unauthorized personnel out of the area
- _____ Initiate a shift relief
- _____ Initiate Post-Occurrence checklist
- _____ Initiate After-Action Report

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COMMUNICATION FAILURE

- _____ Ensure all units are aware communication with the CDC has failed via portable or mobile radio or cell phones.
- _____ Conduct a roll call of on-duty units
- _____ Initiate officer call-in to CDC
- _____ Notify Command Staff
- _____ Initiate After-Action Report

In the event the officer experiences loss of communication during an unusual occurrence or some other emergency, he/she will have to determine on the scene whether leaving the scene poses greater risk than staying. In these situations, the officer should ask or direct a private citizen establish contact with the CDC and relay a request for help or report status.

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ELECTRICAL SYSTEM EMERGENCIES

Electrical system emergencies can be classified into three categories: Short-term outage, (i.e. car-pole collision), long-term outage (i.e. heavy storm damage, vandalism and terrorism) and shortages (brown-outs due to increased demand). Police response will vary dependent upon the type of situation and need for police services.

- _____ CDC notified of situation
- _____ Attempt contact with DPU field supervisor for any requirements
- _____ Determine size of the affected area
- _____ Request rescue equipment, if needed
- _____ Identify cause, if possible (i.e. accident, storm damage, consider deliberate action)
- _____ Establish traffic control points at key intersections.
- _____ Identify locations of downed lines
- _____ Mutual Aid considered
- _____ Additional Division full-time personnel (See mobilization)
- _____ Reserve Officers
- _____ Road closures initiated and broadcast to CDC
- _____ Appoint PIO to notify media
- _____ Direct officers to notify residents if localized area involved
- _____ Evacuation initiated if directed by IC
- _____ Determine any hazard areas and/or situations
- _____ Contact Los Alamos Emergency Manager (EM-1)
- _____ Request additional outside personnel resources through EOC (if necessary)
- _____ Determine weather forecast
- _____ Plan deployment of incoming personnel

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ELECTRICAL SYSTEM EMERGENCIES

EXTENDED AREA-WIDE OUTAGE

- _____ Obtain fuel for vehicles
- _____ Locate available food for on-duty workers
- _____ Plan shift relief
- _____ Send representative to County EOC, if activated
- _____ Provide situation update to EOC
- _____ Relay needs request to EOC
- _____ IMAS initiated for assistance requested/provided
 - _____ New Mexico National Guard
 - _____ Los Alamos Medical Center
- _____ Initiate After-Action Report

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EVACUATION

Law enforcement and the fire service have concurrent responsibilities in emergencies involving evacuation. As a practical matter, decisions whether to evacuate should be made by the agency designated to have the IC. However, either agency may make the decisions to evacuate in an emergency situation. Regardless of which agency makes the decision, the Department's mission is to provide:

1. A situation estimate;
2. A liaison officer of supervisory rank (if another agency is involved);
3. Control of emergency vehicle ingress/egress routes and evacuation routes;
4. Establishment and maintenance of the perimeter around the closed area (limited or no access);
5. Communication to persons within the involved area warning them to leave and directing them to the initial evacuation center, if one is established;
6. Interior patrol of the evacuated area, if appropriate.

WARNING!

DO NOT ENTER HAZARDOUS MATERIAL ZONES WITHOUT PROTECTIVE EQUIPMENT AND CLOTHING

_____ Provide a situation estimate to the CDC, Shift Commander, Chief of Police and/or designated personnel, to include:

_____ Location of the emergency

_____ Size of the area involved (actual and potential)

_____ Area to be evacuated

_____ Ingress/egress routes for emergency vehicles

_____ Evacuation routes

_____ Notify American Red Cross

_____ Location of initial evacuation center. NOTE: Red Cross has local MOU and will open emergency shelters when requested. Move evacuees to opened shelters from the initial evacuation point when notified the shelters are ready to receive evacuees

_____ Use Transportation checklist to obtain transportation assistance

_____ Determine location of all officers

_____ Reallocate manpower as necessary or directed by Incident Command

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EVACUATION

- _____ Determine need for additional personnel and/or EOC activation.
- _____ Call for mutual aid
- _____ Implement emergency mobilization phases, if necessary for additional manpower
- _____ Estimate number of Field Force Units necessary to cordon area
- _____ Assign unit(s) to log evacuees' arrival at initial evacuation center
- _____ Consider alternate sources of manpower for this task: Police Reserve, Retired and Senior Volunteer Program (RSVP)
- _____ Establish staging area for responding personnel
- _____ Establish Incident Command Post (co-locate with Fire IC, if established)
- _____ Notify all units of ICP location, Staging Area and who is Incident Commander
- _____ Send liaison officer of supervisory rank to ICP
- _____ Request Mobile Command Post vehicle and Field Force Kit
- _____ Determine if voluntary or involuntary evacuation

Voluntary Evacuation: A warning is given to persons within the closed area that a threat to life and property exists. Individuals issued this type of warning are not required to evacuate.

Mandatory Evacuation: A warning is given to persons within the closed area that an imminent threat to life and property exists. Individuals issued this type of warning must evacuate in accordance with the directives of the IC.

NOTE: An officer's judgment might be questioned if an attempt was made to force an occupant from his residence when, after being notified, he states that he wishes to remain and protect his property, i.e. flood and fire emergencies. Additional verbal persuasion should be employed when a life-endangering situation is imminent. If sufficient time, obtain a legal opinion from the County Attorney regarding forcing an evacuation.

Ideally, there will be enough time for radio and television stations to broadcast the required evacuation information via the Emergency Alert System (EAS). Activate the EAS through the Los Alamos Emergency Manager (EM-1). Utilize Code Red, the County's mass notification system, and AM 1610 to broadcast evacuation information. Also, if sufficient time is available,

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copies of the evacuation notice can be locally reproduced and distributed. Regardless of the means, the evacuation warning should include such information as:

1. Type (voluntary or mandatory)
2. Best available route(s) out of the area
3. Location of evacuation centers
4. Anticipated duration of the emergency
5. Time remaining before the situation becomes critical

_____ Appoint a PIO to coordinate evacuation procedures broadcasts with the media

_____ Establish evacuation sectors

_____ Assign officers to evacuate sectors

_____ Start evacuation closest to incident point, if there is one

_____ Advise officers to knock on doors, or use the PA from cars (dependent upon situation and speed needed to complete evacuation)

_____ Ensure officers record each contact or no-answer by address.

_____ Establish contact with a potential initial evacuation center and seek permission to utilize the facility. (DO NOT ASSUME PERMISSION TO USE.)

_____ Direct evacuees to initial evacuation center

_____ Initiate accountability log at the initial evacuation center

At Incident Scene

_____ If no access as identified by IC, prohibit unauthorized persons from entering area

_____ If limited access as identified by IC, identify residents/owners and allow into the closed area to retrieve personal belongings and/or check their facilities

_____ Establish entry control point and ID personnel allowed to enter area:

1. Residents with valid identification
2. Public Utility crews
3. Press with valid press passes
4. Owners, manager, employees of businesses

_____ Wristbands from Field Force kits

_____ Assign units to patrol evacuated area, unless hazards exist

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EVACUATION

CAUTION! CONTAMINATION EMERGENCIES

The following evacuation procedures are unique to contamination or hazardous materials incidents:

The inner perimeter surrounds the contaminated area HOT ZONE. No police or civilian personnel without benefit of protective equipment may enter the inner perimeter, which should be considered a closed area. Evacuation of the population inside the perimeter may be accomplished by the following means:

1. Personnel with protective equipment
2. Bullhorns, PA systems, telephone or other sound amplifiers used from outside the contaminated area
3. The Emergency Alert System (EAS); Code Red; AM 1610 through the Emergency Manager.

ALL PERSONNEL WITHIN THE HOT ZONE MUST BE DECONTAMINATED UPON EXIT. HAZMAT TEAMS WILL DIRECT DECON.

From the inner perimeter to the outer perimeter, police personnel may accomplish a precautionary evacuation. The outer perimeter is the area which may become endangered if the contamination emergency is not quickly controlled or if the wind shifts direction. The need for decontamination from this area will be determined by the IC.

TRAFFIC CONTROL

Traffic Control is a primary function of the Police Department as it related to emergency response to a disaster. Due to the abundance of automobiles, traffic control will be a considerable problem in emergency evacuation situations and during disasters occurring near major routes. It is assumed that the following could occur:

1. Large scale evacuations will require all available Department resources
2. Complications, i.e. traffic jams, are to be expected due to volume and/or damage to travel routes
3. Accidents in large column vehicular movement are expected
4. Vehicle break-downs are likely to occur

_____ Determine key traffic locations for posting personnel

_____ Determine level of response to traffic accidents during evacuation

_____ Response if injuries involved

_____ Removal of disabled vehicles

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EVACUATION

_____ No injury/drivable vehicles

_____ Response teams for accidents established

NOTE: Traffic point officers should not leave their posts unless there is a hazard potential to their location or in the event of an injury where aid cannot immediately reach the victim.

_____ Move any disabled vehicles off the roadway with available resources. Tow trucks may not be available or able to reach the blockage.

_____ Coordinate all traffic flow with IC

_____ Traffic points manned by Officers, Reserves, or Mutual-aid police

_____ Determine need of non-police assistance and traffic points

_____ Coordinate location of shelters (temporary and long-term) the threat and/or hazard and available roadways with IC.

_____ Forward deploy forces to receiving evacuation centers for en route and arrival traffic control

_____ Notify other police agencies of pending traffic flow

_____ Refuel vehicle fleet, if advance warning is available

_____ Locate alternate fuel sources for anticipated prolonged situations.

_____ Initiate After-Action Report

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FIELD FORCE TEAM

Upon estimates and evaluation given by responding units and the IC requesting additional units, Emergency Mobilization will be used to provide additional personnel. The estimates should specify the amount of Field Force Squads necessary and the appropriate Mobilization Phase needed to gather sufficient forces. Officers will report to the station for report-in and assignment unless circumstances dictate otherwise. An alternate assembly area will be designated to the officers at the time of notification should the station be inaccessible or forces are otherwise needed to report directly to a specified location.

- _____ Instruct CDC to recall personnel (See Mobilization)
- _____ Assign a supervisory officer to obtain Field Force Kit and begin assignment log.
 - _____ Log all officers arriving in the Hutchinson Classroom or other designated assembly area
 - _____ Assign officers to squads
- _____ Gather information pertaining to incident
 - _____ Situation by type
 - _____ Level of mobilization needed
 - _____ Safe approaches to scene
 - _____ Anticipated time of deployment needed

FIELD FORCE TEAM LEADER

- _____ Obtain assigned squad listing from Executive Officer
- _____ Obtain equipment
 - _____ Helmets (ALL OFFICERS)
 - _____ Gas masks (ALL OFFICERS)
 - _____ PR-24/ASP/Baton (ALL OFFICERS)
 - _____ Protective Shields – 6 per squad, if situation warrants
 - _____ Shotgun – 1 per squad

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Place ☐ or time on line indicating accomplishment of activity

FIELD FORCE TEAM

- _____ Radios – determine based upon situations
- _____ Cars: 2 per squad, 1 for team leader
- _____ Open Field Force Kit and distribute items
 - _____ Wrist band designation by color (All Officers)
 - _____ Marking instrument for cars
 - _____ Flex-cuffs
 - _____ Smoke and gas, as needed (designate grenadiers)
- _____ Assemble Field Force Team and brief situation
 - _____ Type of incident
 - _____ Number of people involved/anticipated
 - _____ Travel route
 - _____ Convoy/deployment parking instructions
 - _____ Perimeter needs and perimeter control instructions
 - _____ Radio frequency designation

NOTE: Radio Traffic is Team Leader instructions and replies to team leader's questions. THE ONLY EXCEPTION IS EMERGENCY REQUEST FOR ASSISTANCE

- _____ Determine need to establish 12 hour shifts
 - _____ ALPHA Field Force Hours _____ to _____
 - _____ BRAVO Field Force Hours _____ to _____
- _____ Develop battery charging plan
- _____ Contact other city departments, as needed, for assistance or standby
- _____ Initiate NIMS – Logistics Officer

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FIELD FORCE TEAM

- _____ Food for forces
- _____ Housing of forces
- _____ Cots
- _____ Blankets
- _____ Latrine facilities
- _____ Health care items, i.e. toiletries, towels, insect repellent
- _____ Initiate After-Action Report

Issuance of Field Force equipment will be the responsibility of each squad leader. Once the equipment is issued to Field Force personnel, it will be kept by the officers throughout the incident except radio batteries for recharging. Equipment is to be kept in the trunks of the cars when not on duty. The Field Force Team Leader will be responsible for inventory of all equipment and the Field Force Kit upon termination of the incident.

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FLOODING

The Los Alamos Emergency Manager (EM-1) generally determines the need to evacuate an area; however, police officers at the scene may order an evacuation, consistent with authority outlined in EVACUATION, under emergency conditions. The Department will support County agencies affected.

- _____ In the event of a severe flood warning, direct officers to obtain foul weather gear
- _____ Direct field units to monitor known flood prone areas and report when waters are rising
- _____ Obtain situation estimate
- _____ Report observable damage and extent of flooding area
- _____ Establish ingress/egress routes for emergency vehicles.
- _____ Establish perimeter and traffic control as needed or directed
- _____ Initiate evacuation operations
- _____ Forward report of flood or mudslide area to Los Alamos County EMA
- _____ Determine need for additional personnel, institute Mobilization, if necessary
- _____ Establish staging area
- _____ Establish Incident Command
- _____ Determine radio frequency for units assigned to operation
- _____ Assign officer as IC liaison if other agency is IC
- _____ Initiate After-Action Report

NOTE: In a flood emergency, the IC has responsibility to determine if an area will be closed, what the boundaries of the closed area will be, and what entry criteria will be used. Persons allowed into a closed area might include residents with ID, public utility employees, press with credentials and owner/managers/employees of businesses within the closed area. Generally there is no legal authority to keep out members of the press. Refer to the County Attorney for interpretation.

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HIGH-RISK WARRANT SERVICE

This checklist is used by the Special Weapons and Tactics Team (SWAT) for use in serving warrants that are considered "High Risk". Use of the SWAT team for warrant service will be considered under the following circumstances:

- Unusual circumstances beyond the capability of normal warrant service;
- A heavily fortified location;
- Known shooters;
- Weapons;
- Known gang members;
- The propensity for violence exists

_____ Scout location

_____ Diagram interior and exterior from scene observations and intelligence sources

_____ Determine type:

_____ Residential

_____ Business

_____ Industrial

_____ Commercial

_____ Mix of the above

_____ Obtain aerial photos of the area/dwelling

_____ Internet photos

_____ Over flight by private or government plane

_____ Obtain ground photos and/or video

_____ ID location

_____ Show approach, if possible

_____ Determine obstacles

_____ Fences, walls

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_____ Determine ladders needed

HIGH-RISK WARRANT SERVICE

_____ Cover/concealment for approach and location staging

_____ Animals detected

_____ Determine if neighbor assistance is available

_____ Determine approach route

_____ Locate utilities, gas and electric

_____ Consider notification/evacuation of local schools, businesses, residences, etc.

NOTE: AT LEAST ONE TACTICAL TEAM MEMBER **MUST** DRIVE THE PREPLANNED APPROACH ROUTE AND PHYSICALLY SIGHT THE LOCATION. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.** Other principal members should drive the route, if conditions permit, for familiarity.

_____ Obtain following information:

_____ Doors – opening and locks

_____ Windows – Size and distance from ground

_____ Fortifications – Burglar bars, other man-made or natural obstacles

_____ Occupants – Children, Elderly, Disabled, Number of suspects

_____ Weapons – How many, type, caliber

_____ Entry points

_____ Bathroom vents

_____ Sides of target site identified. (Side #1 always the front, others sides numbered clockwise. Windows and doors numbered left to right)

_____ Assemble equipment based upon assessment

_____ Written Operations Plan prepared

_____ Initiate officer briefing

_____ Warrant type (arrest, search, both)

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_____ Address

HIGH-RISK WARRANT SERVICE

_____ Description of location

_____ Fortifications (Use number system)

_____ Describe suspects in detail

_____ Provide suspected weapons information

_____ Distribute detailed intelligence information

_____ Explain execution operations plan

_____ Specify actions at target site, by assignment, including selected marksman

_____ Conduct rehearsal – vehicle lineup, positions in vehicles, deployment from vehicles

_____ Execute Plan

_____ Consider dynamic entry if ALL of the below are present:

Speed

Surprise

Accuracy

Diversion

_____ If suspect is aware of police presence

_____ Suspect is contained within structure

_____ Negotiators notified, if necessary

_____ Notify units and IC when location is secured

_____ Assign officer to serve occupants with papers, complete report

_____ Release scene to investigative team

_____ Designate debriefing location

_____ Conduct debriefing session

_____ Overall operational plan

_____ Problems encountered

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_____ Open critique for questions

HIGH-RISK WARRANT SERVICE

_____ Training or equipment needs identified

_____ Initiate After Action Report

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HOSTAGE/BARRICADE

PRIMARY OBJECTIVE: Preserve Life of Hostage, Officers and Citizens

SECONDARY OBJECTIVE: Apprehend the Perpetrator and Recover Property

The IC at the scene of a hostage, barricaded suspect, sniper or terrorist incident is primarily responsible for minimizing injuries, strategically deploying personnel and gathering intelligence. A tactical plan to initiate a holding action pending the arrival of the Tactical Unit and Negotiation Teams must be formulated based upon the actions of the individual(s) causing the incident. Jurisdictional questions may arise when incidents involve consulates, foreign dignitaries, airports, courtrooms, county and federal property. Officers should handle the situation and remain IC until relieved by a superior.

JURISDICTION: The IC will assume and retain operational control of any given situation until such time another jurisdiction with primary responsibility clearly indicates the incident to be exclusively their jurisdiction and that they are prepared to assume incident command. At that time, the Division IC will fully brief the primary jurisdiction officer taking command about the incident.

In the instance of a foreign official or an official guest of the United States, or in the event of a federal crime being committed, the F.B.I. holds concurrent jurisdiction. The Division will assume and retain command until the F.B.I. clearly indicates it will take command and may request that a Joint Operations Center (JOC) be established. If the senior F.B.I. agent at the scene indicates jurisdiction to remain concurrent, the operational decisions will be made jointly unless the senior bureau agent at the scene chooses to remain in an advisory role only. The IC should determine what role, if any, the F.B.I. will assume in the incident as soon as possible to facilitate smooth and consistent operations.

In the instance of a fresh pursuit situation which develops into a hostage situation (either from out-of-state or in-state) it is assumed that there is concurrent jurisdiction in the matter and operation.

In the instance of either Federal Law Enforcement or other local law enforcement agencies indicating that exclusive jurisdiction exists in the situation, the IC will relinquish command to that agency as appropriate. In such instances the Los Alamos IC will then offer aid and/or assistance to the law enforcement agency.

TIME: If the perpetrator does not immediately kill a hostage, chances are that he/she does not intend to do so. The longer he/she waits, the less likely he/she will do it. Time is on the side of the police and should be used to maximum advantage. It is probable that in nearly all cases, initial contact will be made by uniformed patrol units. Arriving units will not engage in a fire fight except in self-defense. If the situation involves a school in session, refer immediately to the QUAD CHECKLIST.

_____ First Officer on scene is Incident Commander until relieved

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HOSTAGE/BARRICADE

- _____ Assess situation
- _____ Hostages
 - _____ Yes
 - _____ No
- _____ Location of perpetrator
- _____ Direct responding forces to secure a perimeter
- _____ Consider evacuation of local schools, businesses, residences, etc.
- _____ Keep perpetrator isolated and narrow movement, if possible
- _____ Remind responding units to seek cover
- _____ Determine number of hostages
- _____ Determine injuries of hostages or other civilians
- _____ Report inner perimeter locations to CDC
- _____ Notify CDC of ingress/egress routes
- _____ Notify CDC of any danger areas, (line of fire)
- _____ Note locations where citizens could not evacuate or refused
 - _____ Pass information to SWAT team
- _____ Confirm the situation with responding perimeter units
 - _____ Hostage
 - _____ Barricade
 - _____ Terrorist
- _____ Assemble intelligence from reporting units
 - _____ Exact location of perpetrator

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HOSTAGE/BARRICADE

- _____ Exact location of hostages
- _____ Description of ALL personnel
- _____ Call for SWAT Team
- _____ Call for Negotiators
- _____ Establish Incident Command Post
- _____ Establish Staging Area
- _____ Assign a recorder
- _____ Request mobile command centers, as appropriate for situation
- _____ Establish outer perimeter
- _____ Contact perpetrator by phone, if possible
- _____ Record any demands (do not solicit for demands)
- _____ Establish an arrest team while awaiting SWAT team arrival
- _____ Initiate notifications to Chain of Command
- _____ Select operational radio frequency and notify CDC
- _____ Request additional resources, as needed
 - _____ Translator
 - _____ Special Needs teams
 - _____ Building manager/owner
 - _____ Psychologist
 - _____ Fire/Ambulance standby

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HOSTAGE/BARRICADE

- _____ Renew intelligence of situation including descriptions of ALL personnel
- _____ Determine if any crimes have been committed
- _____ Assign detectives to interview witnesses and any victims released
- _____ Request prosecutor for legal guidance, as necessary
- _____ Obtain a floor plan, include:
 - _____ Entrances
 - _____ Windows (including how they open)
 - _____ Telephones and type of system
 - _____ Telephone locations
 - _____ Inside doors, how they open
- _____ Appoint a PIO
- _____ Establish a media briefing time and location
- _____ Establish USE OF FORCE RULES

The IC is authorized to delegate to subordinates those tasks deemed necessary to successfully complete the operation. Use of firepower is prohibited except by authorization of the IC unless needed for immediate self-defense or to prevent death or grievous bodily harm as defined in General Order, Response to Resistance. **The IC must have the Tactical Team Commander specifically indicate to the marksman, prior to taking a tactical position, under what conditions the marksman may use his/her weapon and any commands to be used to counter-act such conditions.**

- _____ Restrict access to relatives, consult with negotiators before allowing communication to perpetrator
- _____ Upon Tactical Team arrival
 - _____ Brief Team leader
 - _____ Provide known and confirmed intelligence
 - _____ Provide diagrams or plots of location

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HOSTAGE/BARRICADE

- _____ Consider use of chemical agents
- _____ Brief negotiators upon arrival
- _____ Instruct negotiators as to limits of bargaining authority, if any
- _____ Negotiators review NEGOTIATION GUIDELINES prior to making contact
- _____ Tactical team leader briefs team
 - _____ Develop dynamic rescue/entry plan
 - _____ Post team members to relieve responding unit members
 - _____ Tactical team scouts location
 - _____ Tactical Team commander develops initial plan
 - _____ All team members briefed on assignments
 - _____ Arrest/take-down team rehearse, if possible
- _____ Obtain detailed debrief of relieved responding units
- _____ Reassign or hold responding units in reserve
- _____ Notify all personnel if chemical agents will be used
- _____ Notify all personnel when perpetrator is in custody
- _____ Upon securing scene, assess damage to property
- _____ Notify property owner of damages
- _____ Maintain absolute control over scene
- _____ Direct Crime Lab to process scene
- _____ Account for all equipment prior to leaving the scene

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HOSTAGE/BARRICADE

- _____ Establish debrief time and location
- _____ Notify any evacuees when they may return
- _____ Initiate after-action report

PREPARE FOR UNEXPECTED MOVEMENT OF PERPETRATOR. In the event the perpetrator breaks out of the location or demands movement, prepare for a mobile operation

- _____ Evaluate need for allowing perpetrator to leave confined location
- _____ Consider prepping escape vehicle. Evaluate “bugging”, immobilizing the radio, marking the car for observation from a distance and implementing disabling actions when the vehicle moves. CAUTION! Do not attempt to implement any actions unless all possible considerations are given to consequences that could occur if the actions do not happen according to plan
- _____ Plan for pursuit/surveillance vehicles prior to allowing movement
- _____ Determine following convoy
 - _____ Number
 - _____ Type
 - _____ Position
 - _____ Assignment
- _____ Allow negotiators to determine travel routes with perpetrator
- _____ Inform Tactical Team of plan
- _____ Provide description of escape vehicle to all personnel
- _____ Detail officers to remain at original crime scene once movement initiated
- _____ Establish take-down plan
- _____ Initiate After-Action Report

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FIRE AND EXPLOSION

(MAJOR FIRE AND EXPLOSION)

_____ Provide situation estimate to all units

_____ Size and location of the involved area (actual and potential)

_____ Apparent direction of the fire

_____ Assign officer to IC

_____ Establish emergency ingress and egress routes

_____ Establish perimeters

_____ Consider evacuation of local schools, businesses, residences, etc.

_____ Post traffic control points

_____ Request barricades from Street Department

_____ Conduct evacuation if ordered by IC

NOTE: The size of the perimeter may be determined to be large due to the presence of Hazardous Materials

_____ Locate owners of parked vehicles

_____ Direct owners to move vehicles for protection or at IC request

_____ Tow vehicles when necessary

_____ Inform all personnel if Hazardous Materials are present

_____ Request mutual aid, if necessary

_____ Additional Law Enforcement Agencies

_____ Utility companies

_____ American Red Cross

_____ Specify needs to the Red Cross: displaced persons, emergency worker assistance, evacuation shelter management

_____ Initiate After-Action Report

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MAJOR MOTOR VEHICLE ACCIDENT

Units are dispatched according to information received from a complainant. If the conditions are different from what was dispatched, notify the CDC immediately for additional/less units as the situation dictates.

- _____ Obtain a situation estimate
 - _____ What, if any, conditions are present that could cause additional accidents
 - _____ Number of vehicles involved
 - _____ Number of injuries immediately apparent
 - _____ Nature of HAZARDOUS MATERIALS involved, if any
- _____ Request additional police/Crash Team
- _____ Request ambulances based upon approximation of injuries
- _____ Request other agency assistance
 - _____ Tow trucks, how many and by type, if possible
 - _____ Heavy-duty tow trucks (state what types of vehicles are involved, their estimated weight and if any special circumstances exist, i.e. car/truck hanging over guardrail)
 - _____ Fire Department
 - _____ HazMat team
 - _____ Los Alamos County Sheriff
 - _____ OMI
 - _____ Street Department
 - _____ Life Flight Helicopters (usually requested by EMT's)
 - _____ Establish landing zone

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MAJOR MOTOR VEHICLE ACCIDENT

- _____ Utilities
- _____ Establish traffic routing/rerouting
- _____ Establish emergency vehicle ingress/egress
 - _____ Direct responding units if all lanes are blocked
- _____ Provide security of personal effects
- _____ Obtain witness list and information
- _____ Appoint a PIO
 - _____ Contact local radio and TV to reroute traffic, as needed
- _____ Assign the investigating officer
- _____ Request the Crime Laboratory
- _____ Coordinate with Fire IC if Hazardous Materials are involved
- _____ Ensure clean-up of area is complete before opening to traffic
- _____ Ensure all measurements, photos and other information is obtained prior to clearing scene
- _____ Contact Street Department to remove barricades
- _____ Complete Post Occurrence Checklist
- _____ Initiate After-Action Report

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MASS ARREST & FIELD BOOKING

In addition to the normal policies, some variations in the actual procedures will be required to satisfy each particular mass arrest situation without changing the general policy in reference to the safe keeping of the prisoners and their property.

Variations in procedures that might occur are:

- A. Where the arrestees are temporarily housed
- B. Where the booking of the arrestees actually takes place. This may be the Mayor's Garage. A gray digital camera background square is pre-positioned on the evidence room door to keep pictures consistent with normal mug shot photos. In most cases, the site of the filed booking unit will be away from where the actual incident occurred.
- C. The process of citing and releasing with a designated IC of determining who can be released on their own recognizance/summons including juvenile offenders.

The IC will determine which procedure will be used

The Division will provide a system for the arrest, processing, transportation, and detention of large numbers of persons that may be arrested during a civil disturbance or a raid. In all cases, the IC should seek alternatives to mass arrests. Mass arrests may be necessary to facilitate the restoration of order.

_____ Consider facility availability

_____ Los Alamos County Jail contacted for additional temporary space

_____ Area Detention facilities for additional temporary space

_____ Determine how long the prisoners will have to remain in the emergency housing situation

_____ Select an alternate temporary facility

_____ School gymnasium

_____ Large fenced field

_____ Other building

_____ Appoint Logistics Officer

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MASS ARREST & FIELD BOOKING

- _____ Identify a water source
- _____ Identify sanitation facilities
- _____ Request port-a-pots if insufficient or no facilities
- _____ Identify food sources
- _____ Contact Los Alamos County Jail Kitchen
 - _____ Restaurants
- _____ Appoint Finance Officer
- _____ FO Contact Finance for emergency purchase orders
- _____ Request Municipal Court Judge(s) for expedited arraignment
- _____ Contact County Prosecutor for felony processing
- _____ Establish Incident Command Post
- _____ Appoint PIO
 - _____ Establish media briefing area and time
- _____ Recall additional personnel, as needed
- _____ Logistics Officer supply requirements
 - _____ Video camera, tapes and power cord
 - _____ Digital camera for mug shots
- _____ Obtain suitable background for mug if not using Mayor's garage or jail background
- _____ Pre-marked summonses (Field Force Kit)

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MASS ARREST & FIELD BOOKING

- _____ Flexi-cuffs and cutters (Field Force Kit)
- _____ Evidence and/or book-in envelopes (Field Force Kit)
- _____ Arrest/Book-in sheets
- _____ Prisoner Identification Bands (Tyvek bands in Field Force Kit)
- _____ Pens, legal pads (Field Force Kit)
- _____ Designate temporary booking area in holding facility or vehicle
- _____ Ensure arrestees are brought to booking area by arresting officer
- _____ Suspect photo with arresting officer and summons number
- _____ Collect property and evidence
- _____ Obtain preliminary information, if possible (name, DOB, SSN, physical information, reason for arrest, date and time of booking, name of arresting officer)
- _____ ID suspect with bands
- _____ Request stand-by rescue squad for any medical issues
- _____ Obtain transportation from field booking site to designated holding facility
- _____ Transport Van
- _____ Contact Los Alamos County EMA for additional resources that may include National Guard, school busses, County Transit
- _____ Legal considerations of outside agency vehicles
- _____ Commercial licensing requirements
- _____ Type of fuel used/reimbursement
- _____ Drivers provided. If no, obtain drivers

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MASS ARREST & FIELD BOOKING

_____ Ascertain if there are restrictions on use of vehicles

_____ Damage reimbursement procedures

_____ Initiate After-Action Report

NOTE: The County Attorney should be requested to draw up a written contract with the requested agency for use of the vehicles (except for National Guard) covering, at a minimum, the above requirements/liabilities. The County Administrator must sign all contracts and Council action may be required.

_____ Assign officers as security escorts

_____ Ensure juveniles are separated from adults as soon as possible

Any juvenile transported to jail will be placed in a separate holding area until transportation is available to the Attention Center. All operations are contingent upon the situation, crowd size and number of available officers.

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MASS CASUALTY

Police involvement in mass casualty incidents will require close coordination with paramedics, fire/rescue, hospitals, Life Flight personnel and coroner. Officers should assist in any way possible the rescue, treatment, and removal from the scene, any injured parties

Since this plan will most likely be followed because of the related emergencies, the first responding unit should ensure that the CDC is notified of the approximate number of casualties and possible nature of the injuries, (i.e. explosion, fire, chemical) so that the Hospital can implement its mass casualty and triage plans.

- _____ Determine if any hazards are present
- _____ Obtain protective equipment for officers if needed
- _____ Provide information on the nature of the incident (fire, explosion, traffic collision)
- _____ Request CDC give situation details to hospital
- _____ Establish road blocks and/or perimeter
- _____ Request barricades from street department
- _____ Establish an ambulance staging area
- _____ Announce ambulance ingress/egress routes
- _____ Establish other ingress/egress routes as necessary for emergency workers
- _____ Assist in establishing patient triage area
- _____ Assist coroner in establishing an on-site temporary morgue (see MORGUE checklist)
- _____ Establish helicopter landing zone
- _____ Assist rescue/paramedics with injured as necessary
- _____ Direct traffic flow to/from scene
- _____ Request additional assistance as necessary
- _____ Keep unauthorized personnel out of the area as determined by IC
- _____ Use Tyvek bands from Field Force kit for identification

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MASS CASUALTY

- _____ Secure casualty valuables
- _____ Determine anticipated length of operation
- _____ Establish post rotation
- _____ Complete Post-Occurrence checklist
- _____ Initiate After-Action Report

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MOBILIZATION

The necessary augmentation of on-duty forces can be accomplished through the recall of off-duty employees by telephone. Mutual-aid can be utilized for immediate augmentation of the on-duty forces. Mutual-aid requests from other agencies can be met by using existing on-duty forces or by implementation of these phases.

LIMITATIONS:

Emergencies affecting area beyond the corporation limits will determine if mutual-aid assistance can be sent to assist the Los Alamos Police. A recall of personnel may receive only a limited response. Weather conditions may prevent personnel from reporting for duty.

DIRECTION AND CONTROL:

Emergency mobilization will be at the direction of the Chief of Police for all phases. The Shift Commander on-duty may initiate mobilization in extreme emergencies. Approval shall be obtained from the Chief of Police or designated alternate if the situation permits.

In situations where approval cannot be obtained, notification to the Chief of Police or designated alternate must be made as soon as possible. Situations that allow pre-planning may be initiated by Bureau Commanders with Chief of Police approval. All phases will be initiated depending upon situations and need. Mutual-aid can be considered in lieu of or in support of augmenting the patrol forces for a particular incident.

PRIMARY AND ALTERNATE ASSEMBLY AREAS:

The Los Alamos Police Division is located at 2500 Trinity Drive, Los Alamos, New Mexico. The Division's building is located near the crest of a hill with two (2) primary and two (2) arterial streets allowing vehicular access from both sides. Pedestrian entrances are accessible on all four sides. Vehicular access to the interior is on all sides of the building. The building contains an electrical substation with generator back-up capability for 400 hours of self-contained power.

Weather-related disasters may prohibit the use of the Police Division primary facility as an assembly area for response forces due to structural damage or other disabling condition. Civil disturbance actions may also prohibit the use of the Police Division as an assembly area for response forces.

PHASE I

_____ Hold over the on-duty watch at the scheduled relief time

_____ Regular days off and vacation leaves remain in effect

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MOBILIZATION

PHASE I - A

_____ Additional employees may be required – Employees contacted and placed on stand-by, pursuant to current labor contracts

PHASE II

Mobilization may begin at Phase II but must include Phase I/IA provisions. The following takes place for the affected members and employees of the activated units:

_____ The next scheduled patrol shift is called to duty

_____ The next scheduled shift of non-sworn employees, as needed, are called to duty

_____ Regular days off and vacation leaves remain in effect

_____ Additional employees may be required – Employees contacted and placed on stand-by, pursuant to current labor contracts

PHASE III

Mobilization may begin at Phase III but must include Phase I and II provisions. The following takes place for the affected members and employees of the activated units:

_____ The last relieved shift is called to duty

_____ The last relieved shift of non-sworn employees are called to duty

_____ All other non-patrol sworn officers are called to duty

_____ Regular days off and vacation leaves remain in effect unless a need to cancel is identified

_____ No new time off requests are approved, Shift and Section Commanders are notified

_____ Additional employees may be required – Employees contacted and placed on stand-by, pursuant to current labor contracts

PHASE IV

Mobilization may begin at Phase IV but must include Phase I, II, and III provisions. The following takes place for the affected members and employees of the activated units:

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MOBILIZATION

- _____ All remaining members of the Police Division are called to duty
- _____ Regular days off are canceled
- _____ Vacation leave canceled, if necessary
- _____ Reserve officers are called to duty
- _____ Suspension of normal shift operations shift adjustments considered

PHASE V

Mobilization may begin at Phase V but must include Phase I, II, III and IV provisions. The following takes place for the affected members and employees of the activated units:

- _____ Cancellation of all vacation/time off
- _____ Employees contacted at their vacation location, if known, and response ordered if it can be of benefit to the emergency
- _____ Suspension of normal shift operations
- _____ Twelve (12) hour shifts implemented in two teams

PRIMARY ASSEMBLY AREA – The primary assembly area is the Los Alamos Police Department. Recalled sworn personnel shall report to the training Classroom

- _____ Uniform designated for deployment
 - _____ Uniform of the day
 - _____ Utility Uniform
- _____ Specify additional equipment that might be needed
 - _____ Foul-weather gear
 - _____ Gas mask/chem-bio suit
 - _____ Extra batteries
- _____ Non-sworn personnel assigned after reporting

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MOBILIZATION

Alternate Assembly Area – An alternate assembly area will be designated, if necessary, at the time of the recall when:

- _____ The Police Department cannot or should not be used due to damage of the structure or threat to the facility
- _____ The situation requires immediate reporting to the scene
- _____ The type of situation requires assembly at a location other than the Police Department

ASSIGNMENT

The assembly area is to be used for report-in and assembly of all recalled forces into Field Force Teams. General task assignments and a situation briefing will be given to personnel at the assembly area prior to deployment to any field location or duty station.

- _____ Assign employee to the assembly area for recording all activity, reporting employees and times, assignments, etc.
- _____ Give instructions to responding officers for deployment
- _____ Initiate mobilization call-in logs, assembly point report-in and assignment logs

SPECIAL TASK FORCE ACTIVATION

- _____ Contact Chief of Police for approval
- _____ Contact tactical team leader (if applicable)
- _____ Contact Negotiator leader (if applicable)
- _____ Contact Detective Commander
- _____ Contact K-9 administrator (if applicable)
- _____ Contact Bomb Team Commander
- _____ Identify assembly area, if other than primary site

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MOBILIZATION

TRANSPORTATION

ASSEMBLY POINT ARRIVAL

Arrival at the assembly point will be the employee's responsibility unless weather or other conditions prohibit. Employees unable to reach the assembly point will contact the CDC for alternate arrangements. Employees receiving advance notification of weather adversity will be advised how to report to the assembly area.

Each employee is primarily responsible for reporting to the assembly area. The Division assumes secondary responsibility when normal conditions are absent prohibiting the safe and efficient gathering of forces.

The on-duty Shift Commander or IC shall evaluate the conditions present at the assembly area, employee's residences and conditions requiring mobilization for determining the need to dispatch personnel to transport recalled employees to work.

ASSEMBLY POINT DISPERSAL

Transportation from the assembly point to any field location will generally be by Division vehicle pursuant to the Field Force Team concept. In the event weather or other conditions prohibit Division vehicle use, the following transportation may be requested:

_____ Obtain other city-owned vehicles

_____ Request mutual aid

_____ Contact the Los Alamos Emergency Manager (EM-1) officer for buses

_____ Seek mutual-aid use of National Guard vehicles. (This may require declaration of an emergency, see National Guard checklist.)

MANAGEMENT CONTROL

Fleet Maintenance will provide a fleet status report at the beginning of any mobilization and at any time a significant change in vehicle status occurs to the IC. The Logistics Officer will supervise the coordination and tracking of vehicles utilized from other departments and agencies to include:

_____ Rental costs

_____ Fuel requirements

_____ Liability

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MOBILIZATION

_____ Damages incurred to vehicles

_____ Pick-up/Delivery of the vehicles

_____ Any pertinent instructions on their use

The Finance Officer will supervise and coordinate the tracking of expenses:

_____ Transportation expenditures and costs incurred of all vehicles recorded

_____ Costs tallied for reimbursement to the Federal Emergency Management Agency

_____ Documentation copies

_____ FEMA forms obtained

_____ Initiate After-Action Report

REHEARSALS

The Department shall plan and rehearse to respond effectively to a Critical Incident. The Deputy Chief of Police, or his/her designee, shall be responsible for preparing for planned unusual occurrences (i.e. strikes, protests, special events, VIP visits)

The Department will, at the direction of the Chief of Police, conduct mock call-outs to test plan effectiveness. This plan, in conjunction with a mock mobilization, may be exercised at any time by the Police Department and may be exercised in support of any Los Alamos Emergency Manager (EM-1) disaster plan.

A REAL EMERGENCY, AS IDENTIFIED IN THIS PLAN, MAY BE SUBSTITUTED FOR A REHEARSAL.

EXAMINATION OF EQUIPMENT

Normal officer equipment that may be used in a Critical Incident will be examined and noted by the Shift Supervisors during their routine officer and vehicle inspection

Items of a more unusual nature, i.e. Bomb Team, Investigations equipment, will be checked by the designated supervisor in charge of those units. Field Force Kits and equipment will be checked by the Staff Services Bureau Commander or his/her designee. Unless otherwise designated, items will be checked on a quarterly basis and inspection records submitted to the Deputy Chief.

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MORGUE

OMI is responsible for the collection, identification, storage and removal of deceased victims. In large-scale disasters it will be necessary for the Coroner to designate a temporary morgue.

- _____ Coroner has identified the number of victims
- _____ Secure scene based on what people died from
- _____ Establish liaison to IC
- _____ Secure incident scene to prevent looting of bodies
- _____ Establish traffic control for ambulance ingress/egress
- _____ Call out Crime Laboratory if the Coroner requests assistance
- _____ At the direction of the coroner, collect victim's valuables and other property
- _____ Establish separate traffic control at temporary morgue site
- _____ Establish security of site at the direction of the coroner
- _____ Determine from the Coroner the identify of those authorized to enter morgue
- _____ Determine from the Coroner, procedures for family
 - _____ Process for identification
 - _____ Location where bodies may be claimed
 - _____ Amount of time before identification is complete
 - _____ Method for claiming bodies
 - _____ Method for returning any valuables held for the coroner
- _____ Initiate After-Action Report

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NATIONAL GUARD ASSISTANCE

STEPS FOR REQUESTING STATE DISASTER ASSISTANCE

****ALL AVAILABLE LOCAL RESOURCES MUST BE COMMITTED PRIOR TO DETERMINING IF STATE ASSISTANCE IS REQUIRED****

- o Contact the Los Alamos County Homeland Security Emergency Management Agency
- o Contact the CAO through Incident Command to issue a local declaration of an emergency
- o Provide the following information :

IN NATURAL OR MAN-MADE DISASTERS

*Name and title of individual
making request

*Description of disaster

*Statement of actions taken

*Specific help needed

*Estimate of number of
persons affected

*Estimate of damage to
public and private property

IN CIVIL DISTURBANCES

*Name and title of individual
making request

*Description of disorder

*Statement of actions taken

*Estimate of number of people
involved

*Statement of number of law
enforcement officers available and
committed

*Explanation of why force is
inadequate

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NATURAL GAS SYSTEMS EMERGENCIES

In the event of a disruption in the natural gas supply system, police response will primarily be in the area of notification and evacuation. Causes for disruption may include deliberate shut-off for repair, natural or man-made accidental disruption of supply lines, or deliberate vandalism and/or terrorism.

- _____ Assess situation and report extent of damage and/or size of affected area
- _____ Request necessary fire and rescue personnel
- _____ Request the gas company
- _____ Establish a perimeter
- _____ Determine ingress and egress routes for emergency vehicles
- _____ Consider evacuation of local schools, businesses, residences, etc.
- _____ Notify affected inhabitants
 - _____ to shut off gas lines
 - _____ to evacuate, if necessary
- _____ Provide security for the area
 - _____ Identify occupants of structures with ID bands from Field Force Kit
- _____ Coordinate deployment of mutual aid forces
- _____ Establish liaison with Incident Commander
 - _____ Define hazard areas with Gas company and/or IC
 - _____ Determine road closures
 - _____ Warning to residents
- _____ If evacuation required, contact Los Alamos Emergency Manager (EM-1) for Red Cross assistance
 - _____ Ascertain from Red Cross, shelter locations and evacuate if needed
 - _____ Monitor situation and adjust forces as required
- _____ Allow reentry to area as directed by IC
- _____ Complete post-occurrence checklist

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_____ Initiate After Action Report

NUCLEAR WEAPON ACCIDENT RESPONSE

The U.S. military has authority to take immediate action to protect Department of Defense (DOD) and Department of Energy (DOE) resources in the event of a nuclear mishap. The military may begin by first declaring a particular geographic area a NATIONAL DEFENSE AREA. DOD or DOE personnel will then control the contents of the area established in cooperation with local law enforcement agencies.

STATE/LOCAL AUTHORITY

“Off-site authority and responsibility at a nuclear weapon accident rests with local and state officials. It is important to recognize that land temporarily placed under effective Federal control by the establishment of a National Defense Area (NDA) or National Security Area (NSA) to protect U.S. Government classified materials will revert back to state control upon disestablishment of the NDA. The state governor is responsible for the health, safety, and welfare of individuals within the territorial limits of the state during periods of emergency or crisis, and he may be expected to direct measures that must be taken in order to satisfy that responsibility. The Incident Commander (Federal) will assist the state to ensure the public is protected”. (Source: Defense Nuclear Agency, Nuclear Weapons Accident Response Procedure Manual)

CAUSES OF OCCURRENCE:

The most likely reason for a NATIONAL DEFENSE AREA within the corporation is a mechanical failure or crash of a vehicle/aircraft transporting DOE resources (including radioactive material, high explosives or both.) Ohio Army and Air National Guard personnel and resources may be utilized to establish the NDA in lieu of or in addition to regular federal military personnel until the DOE/DOD response team’s arrival.

POLICE RESPONSE

Respond as in any other type emergency by assisting with any injured, evacuating citizens from the affected area followed by security of the scene until DOD or DOE security/recovery teams arrive. Follow any instructions relayed from DOD/DOE headquarters concerning evacuation distances/precautions due to the hazards of the material. Specific instructions and guidelines are listed in the Nuclear Response checklist.

_____ Assess the situation. Refer to other checklists for causes, i.e. Aircraft Accident, Major Motor Vehicle Accident, Train Derailment

_____ Contact the Los Alamos Emergency Manager (EM-1) office

_____ Request the Los Alamos County radiological officer

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_____ Isolate the incident area and establish cordon

NUCLEAR WEAPON ACCIDENT RESPONSE

_____ Determine central incident point. General guideline is a 2,000 foot cordon from the center of the incident area. This may be adjusted later by radiation experts

_____ Establish IC liaison

_____ Request mutual aid, as needed

_____ Determine need for evacuation

_____ Request Red Cross shelters through the County EMA office

_____ Initiate evacuation upon direction of IC to a central evacuation point. Only one entry control point into the affected area should be established, if possible.

_____ Radiation officer will check all evacuated persons for radiation exposure

_____ Ensure equipment removed from area is also checked for radiation

_____ Restrict access to incident site through the entry control point.

_____ Utilize ID bands from Field Force Kit for entry authority control

_____ Request dosimeters from IC for all officers

_____ Check all officers after shift for radiation

_____ Complete Post-Occurrence checklist

_____ Initiate After Action Report

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OFFICER INVOLVED SHOOTING

- _____ Secure immediate scene
- _____ Request ambulance
- _____ Establish perimeter
- _____ Post incident log officer
- _____ Request additional personnel
- _____ Obtain officer(s) involved weapons (don't disturb until photos completed). Replace weapon if appropriate.
- _____ Transport officer to station if no medical attention is required
- _____ Designate a PIO (Consult with Chief prior to release of statements)
- _____ Establish Incident Command Post
- _____ Make all notifications necessary
 - _____ Chief
 - _____ Deputy Chief
 - _____ Commanders
 - _____ Crime Laboratory
 - _____ District and County Attorney's Offices
 - _____ Coroner (if needed)
 - _____ Department Chaplain
 - _____ Investigations
- _____ Request Critical Incident Stress Debriefing Team
 - _____ Los Alamos County Critical Incident Stress Debriefing Team
- _____ Obtain information
- _____ Officer's weapon's serial number, make, model, caliber

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OFFICER INVOLVED SHOOTING

- _____ Suspect's Weapon's serial number, make, model, caliber
- _____ Officer's number of rounds fired
- _____ Suspect's number of rounds fired
- _____ Names, badge numbers, rank of officer involved
- _____ Current assignment of officer
- _____ Uniform or plainclothes
- _____ Type(s) of vehicle(s)
- _____ Assign family liaison, if necessary
- _____ Identify all personnel at scene
- _____ Initiate After-Action Report

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POST-OCCURRENCE

GENERAL: The amount of damage/destruction is dependent on the type and severity of the natural or man-made disaster. Clean-up of the affected areas could take several days. Law enforcement activity will be governed by the required security of affected areas.

- _____ Time directed phase-down is ordered by IC
- _____ Consider phase-down options based on field estimates
 - _____ Law and order maintenance
 - _____ Traffic Control
 - _____ Restricted Area Control
 - _____ Vital facilities protection
 - _____ Assist evacuees in returning to their homes
- _____ Forces released
 - _____ Reserves
 - _____ Mutual-aid
- Mobilized employees
 - _____ On-coming shift
 - _____ Previous shift
 - _____ 12-hour shift plan
 - _____ Civilian employees
 - _____ ASORT Team
 - _____ Other
- _____ Direct officer to assist in damage assessment
- _____ Shift Commander notified to take charge of the on-duty shift
 - _____ All personnel reassigned to their normal duties

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POST-OCCURRENCE

- ☐ Consider variations of levels of deployment to accommodate return to normal operations
- ☐ Designate dispersal point
- ☐ Direct employees to the dispersal point to complete paperwork
 - ☐ Reports
 - ☐ Citations
 - ☐ Overtime
 - ☐ After-Action/Supplements
- ☐ Logistics Officer accounts for equipment
 - ☐ Establish equipment accounting method
 - ☐ Return borrowed equipment
 - ☐ Return rental equipment
 - ☐ Complete purchase requisitions
 - ☐ Note equipment damage
 - ☐ Tabulate amount of time equipment was used, if rented by the hour/day
 - ☐ Tabulate amount and type of items obtained from stores and businesses (charged) due to the emergency
 - ☐ Turn-in and restock expendable supplies
 - ☐ Inventory Critical Incident equipment
- ☐ Lend assistance to other city departments to ensure all property is returned to the correct department
- ☐ Process necessary accounting and purchase orders
- ☐ Consult with Los Alamos Emergency Manager (EM-1) office for FEMA reimbursement
 - ☐ Complete FEMA reimbursement forms

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PUBLIC INFORMATION

A Critical Incident Public Information Officer (PIO) is a duty assigned by the Incident Commander. All information will be released through that officer concerning police activities. The authority to release information from the scene of any incident is delegated to the IC in the interest of public safety following Division General Orders.

- _____ Establish media briefing area
- _____ Advise officers of location
- _____ Advise media of location
- _____ Obtain all available information from IC for initial briefing
- _____ Conduct briefings at regular intervals during incident
- _____ Check with IC frequently for updates and what directed information he wants distributed

In large-scale incidents where multiple departments from the city, county, state and federal agencies are involved, the Division PIO will coordinate the release of information.

- _____ Establish Joint Information Center (JIC) with other agencies. (For proper coordination in a large-scale incident, it is essential that emergency public information be released from a single point to assure consistency and authenticity. The system will avoid having multiple releasing points.)
- _____ Consider use of Municipal Building for press conferences
 - _____ Provide or obtain appropriate telephone, fax and other telecommunications to assist the media
 - _____ Establish an area for press conference that will serve the needs of all media.
 - _____ Conference room for small groups
 - _____ Council Chambers for large groups
- _____ Review press release before presentation. Exam wording to dispel rumors and avoid causing panic with the public which may compound the incident.
- _____ Use media to alert public to road closures, emergency routes, evacuation center locations

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PUBLIC INFORMATION

- _____ Initiate use of the Emergency Broadcast System (EBS) through the Los Alamos Emergency Manager (EM-1) office
- _____ Establish a central information line, if necessary
 - _____ Staff with sufficient personnel to answer telephone
 - _____ Provide information to staff for release
- _____ Ensure on-coming shift personnel are updated on events and the incident

CASUALTY INFORMATION

Casualties from minor injuries to death can be expected in any type of disaster. Police involvement in releasing the names of victims to the media will be minimal, especially in large-scale disasters; however, the Division must be prepared to handle the requests for information and direct the media to the proper information and direct the media to the proper information-releasing representative.

Information WILL NOT be released, at any time, by Division concerning death or serious injury until relatives of the victim have first been notified in person.

- _____ Release only information that there have been casualties
- _____ Direct inquiries on the status of individuals injured or missing to the Red Cross
- _____ Direct inquiries on deceased or missing victims to the Coroner's office
- _____ Initiate After-Action Report

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SEARCH AND RESCUE

Searches are composed of two basic types, helpful and adversarial. In adversarial searches where the person(s) being sought are fugitives from justice, the search team will generally be comprised of law enforcement and corrections officers. In helpful searches the search team can include personnel from law enforcement, other emergency services, non-emergency government employees and private citizens. Helpful searches will be of two kinds:

Lost Person: Child, Elderly, mental patient

Victims: Crime or Accident, Rescue

Search procedures and responsibility assignments will be influenced by geographic, weather, terrain, manpower, time, and “target” factors of the specific mission, as well as other circumstances peculiar to the specific situation and may encompass other disaster checklists.

FUGITIVE SEARCH

- _____ Obtain description of fugitive and last known location
- _____ Obtain any background information to indicate direction of travel
- _____ Contact jail (if escape)
- _____ Request mutual aid. Consider Division mobilization if protracted search
- _____ Plot search area
- _____ Notify businesses/residents in affected areas
- _____ Appoint PIO. Use media to inform residents
- _____ Maintain constant accountability of searchers
- _____ Notify all personnel upon capture

VICTIM SEARCH: Utilize A Child is Missing notification system for Adults/Children

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SEARCH AND RESCUE

- _____ Obtain description of missing person(s)
 - _____ Name, age, description
 - _____ Photograph (date photograph on back)
 - _____ Missing for how long?
 - _____ Missing from _____
 - _____ Overdue time period
 - _____ Unusual circumstances _____
- _____ Initiate Amber Alert, if criteria met
 - _____ Child is under 18 years of age
 - _____ It is believed the abduction poses a credible threat of immediate danger of serious bodily harm or death to the child.
 - _____ There is sufficient descriptive information about the child, the suspect, and/or the circumstances surrounding the abduction to believe that activation of the alert will help to locate the child.
 - _____ It is determined that the child is not a runaway and has not been abducted as a result of a family abduction, unless the investigation determines that the child is in immediate danger of serious bodily harm or death.
- _____ Send a LEADS administration broadcast to all Ohio law enforcement terminals. If there is an AMBER Alert, enter the information on the LEADS AMBER screen.
- _____ Send a National Law Enforcement Telecommunication System NLETS broadcast message to adjacent states.
- _____ Contact the National Center for Missing and Exploited Children to report the missing child case at 1-800-843-5678.
- _____ Contact Emergency Management for Code Red

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SEARCH AND RESCUE

- _____ Reevaluate criteria as information changes
- _____ Interview witnesses for last physical sighting
- _____ Consider situation may be parental kidnapping
- _____ Establish Incident Command
- _____ Establish a staging area for responding searchers
 - _____ Ensure sufficient parking is available
- _____ Assign officers to control traffic and parking of response forces
- _____ Select radio communications channels
 - _____ Police radio channel designated
 - _____ Request HAM radio operators through Los Alamos Emergency Manager (EM-1) officer
- _____ Assign recorder
 - _____ Ensure all events are logged
 - _____ Record all participant's names and agencies
 - _____ Record search team assignments
- _____ Organize search effort
 - _____ Police agencies
 - _____ K-9 Search and Rescue
- _____ Plot search area based upon information available
- _____ Brief situation to searchers

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SEARCH AND RESCUE

- _____ Brief searchers on specific search locations
- _____ Brief search teams to report completion of their search area
- _____ Assign Safety Officer
 - _____ Give a safety briefing
- _____ Begin search at last known location of individual
 - _____ Conduct thorough search of residence (under beds, closets)
 - _____ Search of particular rooms/locations based upon witness sightings, particularly in building collapses
- _____ Assigned search area is complete
- _____ Follow-on search area plotted, search commenced
- _____ Search efforts terminated upon direction of Chief of Police if unable to locate
- _____ Complete Post-Occurrence checklist
- _____ Initiate After Action Report

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SPECIAL EVENTS SECURITY

- _____ Incident Commander appointed by Chief of Police
- _____ Obtain written estimate of traffic, crowd control and crime problems
 - _____ Plan emergency vehicle ingress/egress
 - _____ Determine crowd ingress/egress
 - _____ Determine parking prohibitions
 - _____ Determine spectator parking
 - _____ Designate handicap/VIP parking
 - _____ Designate participant parking
 - _____ Estimate crowd size for undercover officer assignment
 - _____ Determine media access
- _____ Plan traffic direction and control
 - _____ Determine public transportation routes
 - _____ Determine alternate traffic routes and temporary traffic controls
 - _____ Complete contingency plans for re-routing traffic
- _____ Determine need for special teams
 - _____ Bomb Team
 - _____ Crisis Negotiators
 - _____ Field Force Team
- _____ Post overtime detail
- _____ Request delivery of barricades from Street Department
- _____ Specify sign requirements and order from Street Department
- _____ Obtain portable lighting, if necessary

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SPECIAL EVENTS SECURITY

- _____ Request traffic signalization changes to Street Department
- _____ Specify temporary traffic control devices needs and location
- _____ Distribute reflective vests
- _____ Distribute supplemental flares
- _____ Obtain and distribute traffic wands
- _____ Coordinate trash pick-up with Street Department
- _____ Obtain estimated street re-opening time from Street Department
- _____ Complete Post-Occurrence checklist
- _____ Initiate After-Action Report to include
 - _____ Event problems encountered
 - _____ Positive aspects of event
 - _____ Crime problems and arrests, if any
 - _____ Recommendations for future event planning

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UNLAWFUL ASSEMBLY/RIOT

The Division may be either the primary control authority or an assisting agency during an unlawful assembly or riot situation. When in a primary role, assistance may be obtained from other law enforcement agencies.

NOTE: This guide deals with spontaneous occurrences, not planned events where law enforcement control forces and command structure are already in place; however, the strategies discussed in this guide are applicable to a planned event which degenerates into an unlawful assembly or a riot.

The primary responsibility of a command officer during the initial stages of an unlawful assembly or riot is the rapid assembly of sufficient forces to immediately confront the participants. In the case of an unlawful assembly, a dispersal order must be issued. If the dispersal order is ignored, or in case of riot, law violators must be quickly overwhelmed and arrested.

- _____ Obtain situation estimate
 - _____ Crowd size
 - _____ Location
 - _____ Activities of participants (i.e. congregating, looting, burning, angry shouting, passive, blocking traffic, etc.)
 - _____ Identify leaders, if possible
 - _____ Wind direction/speed for gas
- _____ Identify direction of movement, if any
- _____ Broadcast Ingress/Egress route(s) for emergency vehicles
- _____ Identify perimeter traffic control locations
- _____ Identify the number of additional personnel required (by number of Field Force squads)
- _____ Establish the staging area/Command Post
- _____ Consider evacuation of local schools, businesses, residences, etc.
- _____ Restrict radio traffic
 - _____ Assign operating channel for the incident

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UNLAWFUL ASSEMBLY/RIOT

- _____ Establish Field Incident Command Post location
- _____ Make emergency notifications
 - _____ Chief of Police for mobilization authority
 - _____ Ambulance
 - _____ Fire Department
 - _____ Water against demonstrators
 - _____ Potential fires
- _____ Recall personnel for Field Force response
- _____ Complete Field Force checklist
- _____ Complete Post Occurrence Checklist
- _____ Initiate After-Action Report
 - _____ Identify problems encountered
 - _____ List positive aspects
 - _____ Summarize events, arrests and tactical actions taken

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VIP PLANNING AND SECURITY

Personnel from all Bureaus may be called upon to assist in VIP Security. Participating officers shall contribute to an atmosphere of cooperation and coordination conducive to alleviating potential misunderstandings, providing for the safety of officers, and ensuring the success of the operation. If the VIP is the President of the United States (POTUS), the U.S. Secret Service (USSS) will direct all operations and submit requests for support to the Division. Coordination with other agencies will more than likely be completed by the USSS.

_____ The Chief of Police will designate a coordinator for the VIP Security detail

_____ Contact the head of the VIP's security detail, if any

_____ Determine the number of officers needed for the detail

_____ Contact other agencies for assistance with manpower

_____ Allocate marked cruisers for motorcade

_____ Advance team vehicles

_____ Lead and tail vehicles

_____ Additional as requested by VIP Security detail

_____ Identify unmarked vehicles for advance site arrangements

_____ Assign key coordination officers to detail

_____ Advance Team Leader

_____ Site Team Leader

_____ Motorcade Team Leader

_____ Airport Team Leader

_____ Intelligence Team Leader

EQUIPMENT CONSIDERATIONS

_____ Determine need for armored vehicles

_____ Check all officers for body armor (required wear)

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VIP PLANNING AND SECURITY

- _____ Offer VIP detail body armor for their use
- _____ Remind officer only duty weapons may be carried
 - _____ Review Use of Force rules with officers
 - _____ Obtain VIP Security Chief approval of advanced weaponry weapons

MOTORCADE PLANNING

- _____ Determine size of motorcade
- _____ Identify site locations
- _____ Suggest primary and alternate motorcade route to VIP security detail
- _____ Provide maps and aerial photos to VIP Security detail and drivers
- _____ Examine motorcade routes with VIP security detail and drivers
- _____ Determine emergency routes to Los Alamos Medical Center
 - _____ Check on road repair/construction on all routes
- _____ Request ambulance for motorcade
- _____ Distribute motorcade route maps to all drivers

AGENCY COORDINATION

Coordinate with the following:

- _____ Political officials (if POTUS, the White House staff)
- _____ LAMC Hospital
 - _____ Assign officer to facility, if necessary
 - _____ Assign officers to helipad
- _____ Los Alamos County Sheriff's Office

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VIP PLANNING AND SECURITY

- _____ Street Department (road closed signs, barricades)
- _____ Fire Department
- _____ Life Flight Helicopter
- _____ National Guard (refueling, aircraft security, aircraft operations)
- _____ Airport Manager
- _____ Utilities

COMMUNICATIONS:

- _____ Assign primary Division detail operating channel
 - _____ Coordinate with all assisting police agencies
- _____ Designate alternate channel, as needed
- _____ Establish fixed Incident Command Center (may be near USSS Command Center)
 - _____ Establish two unlisted telephone lines
 - _____ Assign cell phones to Command Center
 - _____ Install Division multi-channel radio, if possible
 - _____ Assign officer to VIP security detail for radio interface

SECURITY MEASURES – (Conducted at each location the VIP will visit to include, airport, speaking site, visiting sites)

- _____ Conduct advance site inspection
 - _____ Note Ingress/Egress routes
 - _____ Identify any security issues
 - _____ Determine number of officers required/requested
 - _____ Assign officers to the site location

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VIP PLANNING AND SECURITY

- _____ Assign Intelligence officer to VIP Security detail
- _____ Identify emergency medical team or ambulance unit at each site
- _____ Obtain VIP medical information or ensure it is delivered to LAMC
- _____ Establish motorcade vehicle assignments
 - _____ Place vehicles in motorcade with window identifiers
 - _____ Location of Parking
 - _____ Sanitize motorcade vehicles (bomb dogs from ATF or other agency)
 - _____ Secure vehicles once swept

IDENTIFICATION

- _____ Assign plain clothes officers identifying pins
- _____ Check uniformed officers for ID
- _____ Distribute lapel pin codes to all officers
- _____ Initiate After Action Report

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WATER SYSTEM EMERGENCIES

Water system emergencies will most likely be handled by the Water Department; however, certain situations may arise that require some assistance from the Police Division as a result of some other natural weather-related action such as tornado, drought or flood, or a man-made action such as mechanical breakdown, strike, sabotage, or improper digging. This checklist is most likely used in conjunction with another checklist.

- _____ Obtain location of problem
 - _____ Identify the nature of the problem
 - _____ Consider criminal ramifications?
 - _____ Report time discovered
 - _____ Identify any complications (i.e. downed power lines, flooding, rescue)
- _____ Establish traffic control around affected areas
- _____ Request street department for barricades, lights, road closed signs
- _____ Notify affected residents
- _____ Request potable water buffalos from the National Guard if necessary
 - _____ Determine if National Guard checklist is necessary or local request can be made
 - _____ Establish security and crowd control at potable water sites
 - _____ Announce to media the potable water locations
 - _____ Place water buffalos at strategic locations
- _____ Initiate After Action Report

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WEAPON OF MASS DESTRUCTION (WMD) TERRORIST ATTACK

The Division response to this kind of Critical Incident will not vary. All Critical Incidents of this nature will be considered a MAJOR crisis and actions taken will reflect guidance from the Los Alamos County Terrorist Threat Condition Level. Whether this incident, attack or potential attack is from a transportation accident (ground or air), a localized terrorist, unorganized militia, or national enemy, the Division will assist all federal agencies (including the military) in their attempt to respond, investigate, and resolve the situation. The Division may have primary responsibility for handling a terrorist situation, or be an assisting agency depending upon jurisdiction criteria. The lead agency in all cases involving weapons of mass destruction is the F.B.I. During the early stages of a terrorist incident, responding officers should handle the containment and life threatening aspects of the situation. Jurisdictional questions may arise when incidents involve the airport, county or federal property. Officers should handle the situation until otherwise directed by a field supervisor or designated Incident Commander.

Many terrorist incidents take the form of a barricaded suspect situation with hostages and should follow the Hostage/Barricade Checklist. Bomb threat incidents will follow the Bomb Threat checklist. Major Explosions will follow the Fire and Explosion Checklist.

AUTHORITY

Presidential Decision Directive (PDD-39) – “U.S. Policy on Counterterrorism”

Defense Against Weapons of Mass Destruction Act of 1996 – (Nunn-Lugar-Domenici Act)

RESPONSIBILITIES

F.B.I. – Lead response agency for criminal investigations

F.E.M.A. – Federal Emergency Management Agency – For all related consequence management that involves the measure to alleviate the damage, loss, hardship or suffering caused by emergencies: i.e. protect public health and safety, restoring essential government services, provide emergency relief to affected government, businesses and individuals.

LAPD – Initial response, perimeter security, access control, investigation and physical evidence control

_____ Obtain situation estimate

_____ Nature of threatened attack

_____ Weapons involved

_____ Casualties

L.A.P.D. EMERGENCY RESPONSE GUIDE

Place ☐ or time on line indicating accomplishment of activity

(WMD) TERRORIST ATTACK

- _____ Identity of the enemy/terrorist
- _____ Identify the target
- _____ Nature of the terrorist(s) demands, if any
- _____ Establish safe ingress/egress routes for responding officers
- _____ Identify danger areas (“kill zones”) to avoid
- _____ Identify boundaries of area to be evacuated or sheltered-in-place
- _____ Determine amount of personnel needed for the situation
- _____ Determine immediate action to protect lives and return to position of cover
- _____ Establish perimeter and traffic control
- _____ Initiate evacuation
 - _____ Shelter-in-place needs to be disseminated to occupants
- _____ Identify HOLD ZONE for responding officers (secondary devices)
- _____ Request additional assistance
 - _____ Tactical Team
 - _____ Crisis Negotiators
 - _____ Bomb Team
- _____ Initiate notifications
 - _____ F.B.I. local office
 - _____ Command Staff
- _____ Establish Incident Command Post
 - _____ Locate in a safe area
 - _____ Broadcast location to responding forces

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(WMD) TERRORIST ATTACK

- _____ Assign officer to event log recording
- _____ Establish the staging area
 - _____ Assign staging officer
 - _____ Broadcast location of staging area
- _____ Establish perimeter around affected area
 - _____ Initiate positive control of site
 - _____ Record all personnel entering/exiting
 - _____ Create identification means
 - _____ Obtain ID bands from Field Force kits
- _____ Ensure scene is secured as a crime scene
 - _____ Request mutual aid if scene is large
- _____ Establish Media Officer
 - _____ Determine media briefing area
- _____ Prepare situation briefing for F.B.I.
- _____ Complete Post Occurrence checklist
- _____ Initiate After Action Report

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LOS ALAMOS COUNTY HOMELAND DEFENSE ALERT LEVEL ACTIONS

The following alert levels will be the plan of action for all law enforcement agencies in Los Alamos County based upon initial notification from the Office of Homeland Defense and the Ohio Emergency Management Agency. Each agency will take into account local intelligence information and the overall state and national threat.

Of the following measures in the categories, each agency should take a select number of measures for implementation. The following banner will appear at the beginning of each threat condition:

EACH MEASURE OF THE PRECEDING THREAT CONDITION SHOULD BE IMPLEMENTED

THREAT CONDITION – GREEN

Low Risk of Terrorist Attack - GREEN

RECOMMENDED ACTION MEASURE

Measure Number

- G-1 Disseminate the GREEN advisory to other local government officials.
- G-2 Document suspicious circumstances and/or individuals and forward to Investigations.
- G-3 Routine operations without security stipulations are allowable.
- G-4 Begin to reinforce responder safety and common sense practices in daily routines at roll call or other department meetings.

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EACH MEASURE OF THE PRECEDING THREAT CONDITION SHOULD BE IMPLEMENTED

THREAT CONDITION – BLUE

General Risk of Terrorist Attack - BLUE

RECOMMENDED ACTION MEASURE

Measure Number

- B-1 Disseminate the BLUE advisory to other local government officials.
- B-2 Implement security plans appropriate to department facilities.
- B-3 Dispatch centers should prohibit any form of casual access by unauthorized personnel.
- B-4 Ensure that all government vehicles, and private vehicles parked at government sites, are secured.
- B-5 Review and update public and private critical infrastructure target listings.
- B-6 Check all equipment for operational readiness, fill fuel tanks, and check specialized response equipment.
- B-7 Brief emergency response personnel on increased security/safety concerns appropriate to the threat level. (Security measure to take, suspicious situations, etc.)
- B-8 Monitor and test communications and warning systems at periodic intervals including back-up communication support.
- B-9 Brief the Public Information Officer (PIO) for the department on the threat level and the protective action measures being implemented. Have the PIO prepare a press release.
- B-10 Assess mail-handling procedures against intelligence in relations to the current threat level.
- B-11 Continue to develop Intel and forward to Investigations.

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EACH MEASURE OF THE PRECEDING THREAT CONDITION SHOULD BE IMPLEMENTED

THREAT CONDITION – YELLOW

Significant Risk of Terrorist Attack - YELLOW

RECOMMENDED ACTION MEASURE

Measure Number

- Y-1 Disseminate the YELLOW advisory to other local government officials.
- Y-2 Brief and stress information and operational security issues and share pertinent information to first responders and other local government officials.
- Y-3 Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work/rest cycles.
- Y-4 Consider plans and contingencies to assist department employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving the family alone for long period of time. Families should have emergency shelter and evacuation supplies gathered.
- Y-5 Advise personnel who handle mail, courier, and package delivery to remain vigilant, take necessary precautionary measures and report any concerns or suspect items.
- Y-6 Check recall roster and recall processes for accuracy. Review vacation/day off roster and consider staff options if the situation escalates.
- Y-7 Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control.
- Y-8 Meet with appropriate representatives of critical infrastructure facilities to review contingency and evacuation plans and brief employees.
- Y-9 Increase the frequency of backups for critical information systems and ensure availability of technical support. (i.e. systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of spare parts, off-site data recovery site).
- Y-10 Check inventories of critical supplies and re-order if necessary.
- SECURITY RECOMMENDATIONS/CONSIDERATIONS**
- Y-A Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities. Report to Special Investigative Section.
- Y-B Increase spot checks of specific high-risk targets/facilities.
- Y-C Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its underside before operating.
- Y-D Move vehicle and objects (trash containers, crates, etc.) away from buildings.
- Y-E Lock and regularly inspect all buildings, rooms, and storage areas not in regular use.
- Y-F At the beginning and end of each work shift, as well as other regular and frequent intervals, inspect the interior and exterior of building in regular use for suspicious packages.
- Y-G Check deliveries to facilities. Advise families or responders to check home delivery.

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EACH MEASURE OF THE PRECEDING THREAT CONDITION SHOULD BE IMPLEMENTED

THREAT CONDITION –ORANGE

High Risk of Terrorist Attack- ORANGE

RECOMMENDED ACTION MEASURE

Measure Number

- O-1 Disseminate the ORANGE advisory to other local government officials.
- O-2 Consider activating the Los Alamos County Emergency Operations Center (EOC) for an initial situation briefing of EOC staff and government officials. Following the initial briefing, maintain limited staffing, as warranted and appropriate.
- O-3 Provide a daily briefing to EOC staff and government officials, if activated.
- O-4 Consider placing all emergency management and specialized response teams on full alert status.
- O-5 If not already accomplished, implement critical infrastructure facility security plans.
- O-6 Consider suspending public tours of critical facilities to include no outside visitors
- O-7 Consider contacting critical infrastructure facilities including businesses, high-profile individuals, schools, hospitals, etc. to discuss heightened threat and security and contingency operations.
- O-8 Consider off-site mail/package processing and sorting facility to reduce the threat to government employees and operations.

SECURITY RECOMMENDATIONS/CONSIDERATIONS

- O-A At the beginning and end of each work shift, as well as at other regular and frequent intervals, inspect the interiors and exterior of buildings in regular use for suspicious packages.
- O-B Limit access points to critical infrastructure facilities to the absolute minimum and strictly enforce entry control procedures.
- O-C Enforce parking of vehicles away from sensitive buildings.
- O-D Increase security patrols around critical infrastructure facilities. Contact allied government agencies with the jurisdiction and advise them of the need for increased security and awareness.
- O-E Identify and protect all designated vulnerable points. Give special attention to vulnerable points outside of the critical facility.
- O-F Erect barriers and obstacles to control the flow of traffic, as appropriate.
- O-G Coordinate closing public roads and facilities that might make critical facilities more vulnerable to attack.
- O-H Lock all exterior doors except the main facility entrances(s). Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining tasks to be performed with the security facility.
- O-I Keep critical response vehicles in a secure area or an indoor facility. Keep garage doors closed except for bona fide needs.
- O-J Increase defensive perimeters around key structures and events.
- O-K Document and report to Special Investigative Section.

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EACH MEASURE OF THE PRECEDING THREAT CONDITION SHOULD BE IMPLEMENTED

THREAT CONDITION - RED

Severe Risk of Terrorist Attack - RED

RECOMMENDED ACTION MEASURE

Measure Number

- R-1 Disseminate the RED advisory to other local government officials.
 - R-2 In the absence of a state "Declaration of Disaster", consider a local declaration to authorize activation of the local emergency management system.
 - R-3 Staff the Emergency Operations Center (EOC) or Command Post on a 24-hour basis, if activated. Provide security for the facility.
 - R-4 Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their place of duty.
 - R-5 If not already accomplished, implement critical infrastructure security plans.
 - R-6 Brief all EOC, government and first responders on critical facility evacuation routes and contingency communication plans. Provide direction regarding what equipment, supplies should be taken in the event of an evacuation.
 - R-7 Ensure welfare status checks of government personnel and facilities, day and night.
 - R-8 Consider activating or placing on high alert, specialized response teams/personnel, (i.e. Tactical Unit, Negotiators, Crisis Counselors).
 - R-9 Be prepared to go to controlled access routes serving critical infrastructure facilities and evacuation routes.
 - R-10 Consider increasing security at water treatment facilities and recommending they increase the frequency of testing for impurities and contaminants.
 - R-11 Consult with Hospitals regarding communications and security. Test communication systems.
 - R-12 Stress the possibility of a secondary attack against first responders.
- SECURITY RECOMMENDATIONS/CONSIDERATIONS**
- R-A Make a positive identification of all vehicles located or operating within operational or mission support areas.
 - R-B If not already accomplished, implement parking restrictions and park vehicles away from critical areas.
 - R-C Control access and implement positive identification of all personnel – NO exceptions.
 - R-D Secure all doors to communications, command centers, and data processing centers. Maintain a security presence on a single point of access to each structure and check identification proof potential visitors to determine valid purpose of entry. Maintain a sign-in log. Check all bags, briefcases and packages at the security point. All authorized visitors must be escorted while in the facility.
 - R-E Increase defensive perimeters, including manpower, around critical facilities. Make frequent checks of the exterior of critical facilities and gain spot checks of lower risk targets.
 - R-F Consider placing an individual (career or volunteer) on watch at all critical facilities 24-hours a day until the threat level has diminished.
 - R-G Deliveries to critical facilities should not be accepted unless approved by supervisory staff. All deliveries should not be opened inside of the critical facility, and minimal personnel should be in the immediate area when the package is opened.

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WEATHER-RELATED EMERGENCIES

Generally emergencies arising from weather are the result of current or potential (advance warning) adverse weather conditions. Responses will vary, depending upon the type of weather emergency and amount of damage caused. The Division will be responsible for assisting in traffic control, evacuation and security of evacuated areas. Mobility of forces in this type of emergency will, in all probability, be dictated by the weather. The types of weather that may be encountered in this area are:

- Excessive heat and prolonged drought conditions. (Potential fire, electrical and water system emergencies)
- Excessive and prolonged cold. (Potential water/waste-water system, natural gas, electrical and telephone/communication emergencies)
- Excessive and prolonged rain. Refer to Flooding checklist. (Potential water/waste-water system, electrical, flooding, telephone/communication and building/bridge collapse emergencies)
- Excessive wind or tornados. (Potential water/waste-water system, electrical, natural gas, telephone/communication and building/bridge collapse emergencies)
- Excessive snow and/or ice. (Potential major motor vehicle, electrical, telephone/communication, bridge/building collapse emergencies)

_____ Obtain current weather conditions from CDC

_____ Advance weather alerts issued by the National Weather Service

_____ Obtain from LEADS Control

_____ Obtain from local radio/TV station

_____ EMA office through the Emergency Alert System

- Watch – when conditions are favorable for severe weather to develop
- Warning – Severe weather is imminent or occurring, expect within 1 hour
- Thunderstorm Hazards include Flash Floods, Lightning, Damaging Straight-Line winds and large hail.
 - Look out for dark, greenish sky, wall cloud, large hail, loud roar-similar to a freight train

_____ Obtain equipment

_____ Snow chains or installation of studded tires

_____ Rain Gear

_____ Cold weather clothing

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WEATHER-RELATED EMERGENCIES

- ☐ Refuel vehicles
- ☐ Coordinate with Red Cross
- ☐ Cots
- ☐ Food and water
- ☐ Review other checklist based upon the weather warning
- ☐ Issue adequate warning to all units
- ☐ Relocate vehicles if compound is a potential danger area
- ☐ Ensure officers report to station and obtain essential equipment
- ☐ Notify Chain of Command
- ☐ Nature of emergency
- ☐ Actions taken
- ☐ Consider mobilization of additional personnel

STORM ACTIONS

- ☐ Conduct an accountability radio check of all officers
- ☐ Re-establish radio communication if disrupted
- ☐ Request HAM radio operators from Los Alamos County Homeland Security EMA
- ☐ Utilize other City Department radios
- ☐ Utilize taxi cab radios
- ☐ Utilize utility company radios
- ☐ Post an officer at the 9-1-1 center for radio relay
- ☐ Obtain damage assessment as soon as possible
- ☐ Key installation assessment, i.e. water plant, sewer plant, power

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WEATHER-RELATED EMERGENCIES

- _____ Determine localized damage i.e. particular neighborhood/area
- _____ Seek continuous updates from officers
- _____ Weather conditions
- _____ Damage
- _____ Reassess size of damage area (actual and potential)

NOTE: Remind officers of the following

Cars are safe places in the case of lightning, but not in case of tornados

Never try to outrun a tornado in an automobile. If a tornado is nearby, abandon the vehicle and seek shelter in a building or lie flat in a ditch or low spot.

Watch for rising water – 2 feet of moving water can push an automobile off the road

- _____ Instruct officers to check assigned areas for needed assistance
- _____ Notify officers to take protective cover during tornados/high Winds
- _____ Record sightings and direction of tornados reported
 - Initial gust of wind of a thunderstorm is often the strongest “straight line” wind of the storm. Tornadoes rarely occur in the gust front.
 - Tornados develop from a wall cloud. The wall cloud will often form in a rain-free cloud base at the trailing edge of the storm.
 - Wall clouds will often develop 15-20 minutes before a tornado.
 - Wall clouds always rotate. If it is not rotating it is probably a wall cloud.
 - Large hail will often precede a tornado.
 - Tornados usually come from the southwest and rotate counter-clockwise and form on the back (trailing edge) of the thunderstorm. Most occur from April through July between 2 and 10 p.m. The best observation point is to the southeast of the storm.
- _____ Record touchdown locations
- _____ Record hail in common item size terms, i.e. pea - ¼”, marble - ½”, dime - ¾”, quarter - 1”, golfball - 1 ¾”

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WEATHER-RELATED EMERGENCIES

- _____ Ensure CDC reports information to the National Weather Service
- _____ Continuously update officers with information
- _____ Establish on-scene Incident Command Post, if necessary (i.e. tornado touchdown)
 - _____ Appoint a recorder
 - _____ Initiate event log
 - _____ Establish a direct line to the Los Alamos County Emergency Operations Center
- _____ Assess damage reports from officers
- _____ Consider the need for additional personnel
 - _____ Appoint a logistics officer
 - _____ Schedule shift relief if different than normal
 - _____ Obtain food and water for on-duty forces

NOTE: Officers should generally not become involved in rescue operations unless such incidents are immediately life-threatening and rescue can be accomplished rapidly. Officers must fulfill their primary functions of observing, estimating and communicating the overall situation.

- _____ Establish posts for protection of property against looting
- _____ Initiate post-occurrence duties
- _____ Initiate After Action Report

RESOURCE/TRAINING LIST

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RESOURCE/TRAINING LIST

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RESOURCE/TRAINING LIST

Standard Field Force Team Composition:

1	Lieutenant (Leader)
1	Leader's Executive Officer (Sgt.), maintains activity log and serves as Alternate Leader
4	Squad Supervisors (Sgts.)
7	Per Squad (28 Officers)
2	Leader's Aides (Officers)
2	Arrest Transport (Officers)

38 TOTAL PER TEAM

Standard Field Force Team Vehicles:

1	Leader's Vehicle – Lt., Sgt. 2 Off.
8	Squad Vehicles – two per squad First Vehicle – Sgt and 3 Off. Second Vehicle – 4 Off.
1	Arrest Transport Vehicle – 2 Off
<hr/>	
10	TOTAL VEHICLES

Field Force Equipment:

All officers, supervisors and commanders will have their **helmet** with face shield, **gas mask** and **PR-24 or ASP**.

- Protective Shields will be carried while in formation by all officers with the following exceptions:
 - Lieutenants, Sergeants, Leader Aides and one shotgun officer per squad.
 - Arrest Team Officers. Shields issued to Arrest Team members must be requested by the Leader.
 - Arrest Transport Vehicle Officers
- Shotguns – One per squad except Arrest Team, total of 3.
- Radios – Two per squad (minimum), 1 per vehicle. Three radios in Leader's Vehicle, one in Arrest Transport Vehicle. Total 12. **NOTE:** The number of radios necessary will be determined by the Team Leader depending upon the nature of the emergency. Teams entering a riot situation should have the minimum number mentioned in this paragraph. Other emergencies, such as natural disasters, may require every officer to have a radio.
- Field Force Kits* – These contain immediate field operating supplies
- Wrist Bands – Found in the Field Force Kits, used for squad assignments

*Sealed Field Force Kits are located in the Police Department. This kit will be taken to any Critical Incident where needed to be opened only by the Field Force Team Leader or Incident Commander for actual use. The below listed equipment will be included in the Field Force Kit:

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RESOURCE/TRAINING LIST

Inventory List	Car marking pens	Binoculars
Pads, Pencils, other officer supplies	Colored Wrist Bands	Stapler, Staples
Manila envelopes	Summons Books	Masking Tap/Duct Tape
Ten Code cards	Flex-Cuffs and cutters	Blank Mobilization forms
White shoe polish	Critical Incident Manual	Replacement List
	City Map	

The Field Force Leader will be responsible for replenishing **all** the equipment in the Field Force Kit. Any items needing replacement must be requested immediately upon return to the storage location by the using officer. The Community Services Bureau Commander will obtain the needed items through appropriate procurement procedures.

Wrist Bands

All police officers, including supervisors, will wear a colored wrist band which designates officer assignments. Any officer without a wrist band should be assumed to be without an assignment and should be directed to the Incident Command staging area for assignment. Each Field Force Squad, Perimeter, Special Detail and Administrative assignment will have its own colored wrist band. Wrist bands will be worn for the duration of the event.

When dealing with evacuation areas, wristbands may be utilized for no-police personnel to identify authority to be in the restricted areas. Designate the color of band to be utilized.

The colors for wrist bands should be designated at the time of issue for the following assignments:

- Alpha Field Force Leader/Transport
- Alpha Field Force Squad 1
- Alpha Field Force Squad 2
- Alpha Field Force Squad 3
- Alpha Field Force Squad 4
- Bravo Field Force Leader/Transport
- Bravo Field Force Squad 1
- Bravo Field Force Squad 2
- Bravo Field Force Squad 3
- Bravo Field Force Squad 4
- Perimeter
- Special Details
- Command/Operations/Logistics/Administration

L.A.P.D. EMERGENCY OPERATIONS PLAN RESOURCE/TRAINING LIST

NEGOTIATION GUIDELINES

Make contact with the perpetrator as soon as practical but remember you should have the following basic support from the outset:

1. A **SAFE** position
2. A supervisor (Incident Commander)/decision maker
3. Communication capability with a tactical commander or temporary tactical team.

The primary goals of hostage negotiation are the safety of the personnel involved, the safe release of the hostage(s) and securing the tactical advantage over the incident. The passage of time allows the Division an opportunity to prepare for different eventualities, allows the captor to make mistakes and generally increases the safety of hostages due to transference of feelings. Transference of feelings is the relationship between the hostage and the perpetrators (Stockholm Syndrome).

It is imperative that the negotiator become thoroughly familiar with what has transpired prior to establishing contact with the suspect. He should establish contact at the earliest point but not at the expense of obtaining necessary information. Delay the impulse to act immediately, find out what you're up against.

- Who?** Who is involved? How many people are there? What is their description? What is their condition (intoxicated, drugged, wounded or the like)? What are their names?
- What?** What tactics have the perpetrator(s) used to date? What has been the most recent activity?
- When?** How long has the situation been going on? When were the hostages/suspects last seen, heard from or contacted?
- Why?** Has it been determined why the Perpetrator(s) are engaging in this activity? What is the motivation?
- Weapons?** What weapons have been used? Do they have other weapons available? How many and what type of weapons have been used?

Information concerning the individual perpetrators is extremely important. It comes from many sources. The most reliable information is obtained by interviewing those directly involved, witnesses, victims, officers at the scene. If this information cannot be obtained prior to contact, attempt should be made to gain this information during the early stages of negotiations. Question ideas may include who, what, when, or how; but avoid asking "why" (this may be viewed as judgmental).

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The following information may be utilized by the negotiator as a guide. He/she must, however, remain flexible as each incident encountered is different. Guidelines include:

- A. Negotiators should be attired in civilian dress in the event of exposure to the suspect. **BODY ARMOR IS MANDATORY, THERE ARE NO EXCEPTIONS.**
- B. Generally, third party negotiators (priests, relatives, friends) should be avoided.
- C. A preferred method and priority in establishing communications between the negotiator and the perpetrator is the telephone. Other alternative methods are bull-horn or vehicle PA, voice or written.
- D. Speak in a calm voice. Bring the perpetrator down emotionally. A calm demeanor helps reduce the perpetrator(s) anxiety level. You are in charge, not the suspect. Remember the hostages: generally a hostage experiences his greatest anxiety during the first few hours of captivity. Anxiety then declines as the siege continues; however, just prior to release, anxiety levels and stress rise sharply for all parties, including the negotiator's.
- E. Attempt to identify the type of perpetrator involved: traditional criminal, mentally unbalanced, fanatic/terrorist or any combination.
- F. Use "suggestibility", i.e. "When YOU come out!" When YOU and I can sit down and talk about this over coffee! Continued positive statements have a subconscious effect on the suspect. He/she takes for granted what you are saying is true and eventually will come out.
- G. Evaluate the perpetrator's motives, capabilities and initial demands.
 - 1. When the problem is identified, elicit methods to resolve it.
 - 2. Remember, you are the negotiator and you report to a supervisor. You will have to check out each proposed alternative with the supervisor.
 - 3. The more alternatives you have to work with the better your chances to resolve the situation.
 - 4. Remain open-minded without giving in to demands which do not benefit you.
 - 5. Keep the suspect in a decision-making status. If demands cannot be met, advise the perpetrator that he/she will have to come up with another alternative.
- H. The negotiator must have a detached viewpoint during negotiations. He/she is the go-between and is not in a position to make substantive decisions.
- I. **BUY TIME.** The passing of time will permit reduction of anxiety and tension. Do not rush the suspect. Let the suspect feel that by talking to you, he/she can eliminate the cause of frustration that now confronts him/her. An objective is to change the attitude of the suspect from one of hostility to one of trust (this enhances manipulation of the suspect by the negotiators).

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- J. Promise only the perpetrator's safety in surrender after the release of the hostage. Do not suggest or offer vehicles, safe passage, airplanes and the like.
- K. Attempt to verify safety of the hostages by visual observation.
 - 1. Note technique of suspect holding hostage and relay this information to the ASORT Team leader (i.e. around the neck with the left arm, gun to head, most common).
 - 2. Determine the mobility of the hostages (bound, gagged).
 - 3. Avoid discussing non-negotiable items. Select other topics.
- L. Do not rely on the perpetrator's promise. This does not preclude trying to elicit promises of safety when attempting any face-to-face negotiations.
- M. Do not volunteer tactically significant information to the suspect.
- N. Keep the suspect talking to you as long as possible. If negotiations have been broken off either by withdrawal of participants or by introduction of other tactics, attempts to revive them should be made.
- O. Utilize truth and sincerity as much as possible. Deception may be an alternative to gain tactical advantage in order to save the life of a hostage but is an extremely risky venture and should not be used. Any "lie" that the perpetrator can verify as false will hinder any progress of negotiations. False statements must be carefully considered prior to communication with the perpetrator.
- P. If a group of hostages are involved, attempt to negotiate the release of as many as possible. Do not give up anything without something in return.
- Q. Keep the perpetrator in a decision-making status, constructive problem-solving or thinking stage. Resist suggestions for vehicle, airplanes, etc.
- R. Be patient.
- S. Continue to show concern for the safety of the perpetrator as well as the hostage.
- T. Emotionally, the negotiator must fight off his basic instincts, such as anger or hostility. Seek a non-violent solution to the situation; however, be aware the suspect may have to be neutralized through a combination of your rapport and physical tactics.
- U. When at a loss for words, repeat what the suspect says. This keeps the conversation going and lets the suspect hear what he/she has just said to you.
- V. Occasionally, it will be necessary to slow down the suspect's thought process. This may be accomplished by asking an irrelevant question of the perpetrator.

L.A.P.D. EMERGENCY OPERATIONS PLAN RESOURCE/TRAINING LIST

- W. Make the suspect work for everything he/she wants. If he/she wants a cigarette, tell him/her you don't have any and you will have to see about getting him/her some.
- X. NEUTRAL TERMS: "I see", "Oh", "uh huh", "What are you feeling?", "I'd like to hear more about that."
- Y. Ignore personal attacks by the suspect. They may be a test to see if you really mean to help.
- Z. Prior incidents have indicated a trend of perpetrators not talking to police (for identity reasons); however, police have been able to conduct one-sided conversations with criminals. Be original. If you don't know who the suspect is, give him/her a name and introduce yourself. Continue to assure him/her of his/her safety in surrender. Attempt to get him/her to speak to you.

L.A.P.D. EMERGENCY OPERATIONS PLAN RESOURCE/TRAINING LIST

RESPONSIBILITIES

CRITICAL INCIDENT CONCEPT

- A. Something that takes place, generally unexpectedly and without design, or events that have additional requirements beyond what is normally provided. It may include situations of an emergency nature that result from disasters, both natural and man-made.
- B. The Division shall plan and prepare operationally to respond effectively to Critical Incidents.
- C. The below listed “Critical Incidents” are broken down into three basic groups according to what organization (i.e. Police, Fire, Emergency Management Agency) may be taking responsibility for a successful resolution to the incident. Further, each group of occurrences may contain those incidents that are minor, serious, or major in nature.
 - 1. Fire and Rescue
 - a. Aircraft Crashes
 - b. Contamination – Hazardous Materials
 - c. Fire and Explosions
 - d. Rescue
 - 2. Emergency Management Agency
 - a. Earthquake
 - b. Floods
 - c. Other Natural Disasters
 - d. Man-made disasters that don’t involve C.1.b. or c. above
 - e. Nuclear Incidents/Attacks
 - 3. Police
 - a. Bomb Threats
 - b. Barricaded Subject
 - c. Hostage Situation
 - d. Active Shooter
 - e. Jail Disturbances
 - f. Terrorist Incidents
 - g. Communication Failure
 - h. Evacuations
 - i. Searches
 - j. Riots – unlawful assembly, civil disorder
 - k. Special Events
 - l. VIP Security

CHECKLISTS

JOB ACTION CHECKLIST

The following checklists of activities represent the basic requirements of their respective positions during incidents. Note that some activities are one-time actions while others are on-going or repetitive for the duration of an incident.

Checklists are included for:

- ☐ Incident Commander
- ☐ Safety Officer
- ☐ Liaison Officer
- ☐ Public Information Officer
- ☐ Planning Section Chief
- ☐ Operations Section Chief
- ☐ Logistics Section Chief
- Finance/Administration Section Chief

INCIDENT COMMANDER CHECKLIST

- ☐ Announce Command, or
- ☐ Obtain incident briefing from prior Incident Commander.
- ☐ Assess incident situation.
- ☐ Establish Command Post.
- ☐ Conduct initial briefing.
- ☐ Activate elements of the Incident Command System.
- ☐ Assign and brief Command Staff and Section Chiefs as required:
 - ☐ Safety Officer
 - ☐ Public Information Officer
 - ☐ Liaison Officer
 - ☐ Operations Section Chief
 - ☐ Planning Section Chief
 - ☐ Logistics Section Chief
 - ☐ Finance/Administration Section Chief
 - ☐ Intelligence Section Chief
- ☐ Ensure planning meetings are conducted and participate in meeting.
- ☐ Develop objectives for Incident Action Plan.
 - ☐ Review safety considerations with Safety Officer.
- ☐ Approve and authorize implementation of Incident Action Plan for next operational period.
- ☐ Determine information needs from staff and provide lists to appropriate personnel or facility.
- ☐ Coordinate staff activity.
- ☐ Manage incident operations:
 - ☐ Review information concerning significant changes in the status of the situation.
 - ☐ Review modifications to the current IAP received from the Operations Section Chief.
 - ☐ Identify any major changes to incident operations which are immediately required.
- ☐ Approve requests for additional resources and requests for release of resources.

Incident Commander Checklist (continued)

- ☐ Authorize release of information to news media.
- ☐ Approve plan for demobilization.
- ☐ Release resources and supplies.

SAFETY OFFICER CHECKLIST

- ☐ Participate in planning meetings.
- ☐ Identify hazardous situations associated with the incident.
- ☐ Review the Incident Action Plan for safety implications.
- ☐ Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan.
- ☐ Investigate accidents that have occurred within the incident area.
- ☐ Assign assistants as needed.
- ☐ Review and approve the medical plan.
- ☐ Maintain Unit Log.

LIAISON OFFICER CHECKLIST

- ☐ Be a contact point for Agency Representatives
- ☐ Maintain a list of assisting and cooperating agencies and Agency Representatives, including radio and phone contacts.
- ☐ Assist in establishing and coordinating inter-agency contacts.
- ☐ Keep agencies supporting the incident aware of incident status.
- ☐ Monitor incident operations to identify current or potential inter-organizational problems.
- ☐ Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- ☐ Maintain Unit Log.

PUBLIC INFORMATION OFFICER CHECKLIST

- ☐ Determine from the Incident Command if there are any limits on information release.
- ☐ Develop material for use in media briefings.
- ☐ Coordinate and validate information with Information Officers at EOCs when activated to ensure consistency.
- ☐ Obtain Incident Commander's approval of media releases.
- ☐ Inform media and conduct media briefings.
- ☐ Arrange for tours and other interview or briefings that may be required.
- ☐ Obtain media information that may be useful to incident planning.
- ☐ Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- ☐ Maintain Unit Log.

PLANNING SECTION CHIEF CHECKLIST

- ☐ Obtain initial briefing from Incident Commander.
- ☐ Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- ☐ Assign Unit Leaders to undertake initial preparation of deployment of staff and resources:
 - ☐ Resources Unit Leader
 - ☐ Situation Unit Leader
 - ☐ Documentation Unit Leader
 - ☐ Demobilization Unit Leader
- ☐ Determine the need for specialists and arrange for such in consultation with Logistics and Finance/Administration Sections.
- ☐ Conduct planning meetings and operational briefings.
- ☐ Supervise preparation of Incident Action Plan.
- ☐ Assemble information on alternative strategies.
- ☐ Perform operational planning for Planning Section.
- ☐ Advise Command and General Staff of any significant changes in incident status.
- ☐ Prepare and distribute Incident Commander's orders.
- ☐ Prepare recommendations for release of resources (for approval by the Incident Commander).
- ☐ Ensure that information concerning special environmental protection needed is included in the Incident Action Plan.
- ☐ Ensure demobilization plan and schedule are developed and coordinated with Command, General Staff, and Agency Dispatchers.
- ☐ Establish a communications link between the agency demobilization organization and the incident demobilization unit.
- ☐ Maintain Unit Log.

OPERATIONS SECTION CHIEF CHECKLIST

- ☐ Obtain briefing from Incident Commander.
- ☐ Assign Deputy as needed.
- ☐ Participate in Planning Meetings.
- ☐ Establish staging areas.
- ☐ Develop the Operations portion of Incident Action Plan.
- ☐ Brief and assign operations personnel in accordance with Incident Action Plan:
 - ☐ Branches (up to 5)
 - ☐ Divisions/Groups (up to 25)
 - ☐ Strike Teams
 - ☐ Task Forces
 - ☐ Single Resources
- ☐ Make resource assignments for each Division/Group in conjunction with Resources Unit.
- ☐ Supervise operations.
- ☐ Determine need and request additional resources.
- ☐ Review suggested list of resources to be released and initiate recommendation for release of resources.
- ☐ Assemble and disassemble Strike Teams assigned to Operations Section.
- ☐ Report information about special activities, events, and occurrences to Incident Commander:
 - ☐ Nature of event
 - ☐ Location
 - ☐ Magnitude
 - ☐ Personnel involved
 - ☐ Initial action taken
 - ☐ Appropriate subsequent action
- ☐ Maintain Unit Log.

LOGISTICS SECTION CHIEF CHECKLIST

- ☐ Obtain an initial brief from Incident Commander.
- ☐ Determine resource needs for the section:
 - ☐ Order appropriate resources to staff section.
- ☐ Organize, assign, and brief subordinates:
 - ☐ Supply Unit Leader
 - ☐ Facilities Unit Leader
 - ☐ Ground Support Unit Leader
 - ☐ Communications Unit Leader
 - ☐ Medical Unit Leader
 - ☐ Food Unit Leader
- ☐ Establish an ordering process and ensure all sections are aware of the process.
- ☐ Track incident expansion/contraction due to changes in conditions or meeting of objectives.
- ☐ Conduct Logistics Section meeting to review proposed IAP and identify any changes necessary based on resource availability.
- ☐ Review proposed tactics for next operational period or periods at pre-planning meeting.
- ☐ Advise on current capabilities and limitations.
- ☐ Determine additional resources needed to support the proposed IAP.
- ☐ Identify potential or future requirements to meet long-range plans.
- ☐ Prepare and review applicable portions of the IAP.
- ☐ Ensure Medical, Transportation and Communications Plans are updated and provided to Planning.
- ☐ Participate in the Planning meeting and confirm status of resources identified in the Plan but not yet on-scene.
- ☐ When IAP approved (following Planning Meeting) provide final version of applicable IAP forms/plans to Planning Section.
- ☐ Update IC/UC on current logistics problems and/or accomplishments.
- ☐ Interact and coordinate with all Command and General Staff elements to ensure the transfer and receipt of accurate/current information.

- ☐ Assist in the development and approval of an orderly, fiscally-responsible incident demobilization plan.

Logistics Section Chief Checklist (continued)

- ☐ Provide input to the Demobilization Plan:
 - ☐ Lead times
 - ☐ Identify high-cost resources
 - ☐ Equipment release considerations
- ☐ Demobilize section and transfer all functions and the completed documentation to appropriate staff.
- ☐ Participate in incident management team debriefing.
- ☐ Brief replacement if necessary.
- ☐ Provide Supply Unit Leader with a list of supplies to be replenished.
- ☐ Forward all Section documentation to Documentation Unit.
- ☐ Maintain a detailed Unit Activity Log.

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

- ☐ Obtain an initial briefing from Incident Commander.
 - ☐ Size and complexity of incident
 - ☐ Agencies/organizations/stakeholders involved
 - ☐ Incident activities/situation
 - ☐ Special concerns and Fiscal Limitation
- ☐ Review initial Incident Action Plan.
- ☐ Determine resource needs for the section:
 - ☐ Submit requests through Logistics.
- ☐ Organize, assign, and brief subordinates:
 - ☐ Procurement Unit Leader
 - ☐ Time Unit Leader
 - ☐ Claims Unit Leader
 - ☐ Cost Unit Leader
- ☐ Determine funding sources for incident.
- ☐ Identify and publish avenues for claim processing.
- ☐ Track incident expansion/contraction due to changes in conditions and meeting of objectives.
- ☐ Collect cost data from applicable ICS sections.
- ☐ Process procurement requests.
- ☐ Develop operational period cost summary report and distribute to:
 - ☐ Incident Commander
 - ☐ Section Chiefs
 - ☐ Situation Unit Leader
 - ☐ Documentation Unit Leader
- ☐ Demobilize section and transfer all functions and completed financial documentation to appropriate personnel.
- ☐ Maintain a detailed Finance/Administration Section Unit Activity Log.

Incident Briefing Worksheet

INCIDENT BRIEFING ICS 201	<u>1. INCIDENT NAME</u>	<u>2. DATE PREPARED</u>	<u>3. TIME PREPARED</u>
<p data-bbox="683 405 867 430">4. MAP SKETCH</p>			
PAGE ____	PREPARED BY:		

Incident Briefing Worksheet (continued)

[illegible]

Incident Objectives

INCIDENT OBJECTIVES	1. <u>INCIDENT NAME</u>	2. <u>DATE PREPARED</u>	3. <u>TIME PREPARED</u>
4. <u>OPERATIONAL PERIOD (Date/Time)</u>			
5. <u>GENERAL OBJECTIVES FOR THE INCIDENT (AND ALTERNATIVES)</u>			
6. <u>WEATHER FORECAST FOR OPERATIONAL PERIOD</u>			
7. <u>GENERAL SAFETY MESSAGE</u>			
8. ATTACHMENTS (Check if attached)			
<input type="checkbox"/> ORGANIZATIONAL LIST (IMS 203)		<input type="checkbox"/> CHART _____	
<input type="checkbox"/> ASSIGNMENT LIST (IMS 204)		<input type="checkbox"/> INCIDENT MAP _____	
<input type="checkbox"/> COMMUNICATIONS PLAN (IMS 205)		<input type="checkbox"/> Other _____	
ICS 202	PREPARED BY:	APPROVED BY:	

Organization List

Organization List ICS 203	1. <u>Incident Name</u>	2. <u>Date Prepared</u>	3. <u>Time Prepared</u>
POSITION	NAME	4. OPERATIONAL PERIOD (Date/Time)	
5. INCIDENT COMMAND and STAFF			
Incident Command		10. OPERATIONS SECTION	
Deputy		Chief	
Safety Officer		Deputy	
Information Officer		Staging Area	
Liaison Officer		Labor Pool	
6. AGENCY REPRESENTATIVES		a. BUSINESS CONTINUITY BRANCH	
Agency	Name	Director	
		Service Access	
		Record Preservation	
		Business Relocation	
7. PLANNING SECTION		b. PLANT & UTILITIES BRANCH	
Chief		Director	
Deputy		Telecommunications	
Resources Unit		Patient Care Systems	
Situation Unit		Power/Light	
Documentation Unit		Heating/Cooling	
Demobilization Unit		Water/Sewer	
8. LOGISTICS SECTION		Buildings/Roads	
Chief		c. SAFETY & SECURITY BRANCH	
Deputy		Director	
a. SUPPORT BRANCH		Alerting/Warning	
Supply Unit		Hazmat Control	
Facilities Unit		Fire Suppression	
Transportation Unit		Search and Rescue	
b. SERVICE BRANCH		Security	
Communications Unit		d. HUMAN SERVICES BRANCH	
Food Unit		Director	
Medical Unit		Medical Care	
9. FINANCE SECTION		Patient Relocation	
Time Unit		Sheltering	
Cost Unit		Outreaching Health	
Procurement Unit		Mental Health	
Compensation Unit		Environmental Health	
		Fatalities Mgmt.	

Assignment List

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Unit Log

[illegible]

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